



Job Advertisement

The Company	E.A.L.S Limited is an incorporated company in Tanzania and operates in Tanzania with its head office in Dar es salaam. The primary objective of the company is to provide Logistics integration services to Tanzania Petroleum subsector including oil & gas projects on an end-to-end basis.
The Position	DOCUMENTATION COORDINATOR (Fixed Term Contract)
Position Objective	To assist Documentation Lead with running of all documentation operations during the project and provide on time reporting, document control support such as record management, revision control, template updates.
Key Responsibilities	Assist with productions of documents and reports in line with the established procedures.
Key Responsibilities	<ul style="list-style-type: none">▪ Maintain an up-to-date database of the documents applicable to the administration of the project contract▪ Maintain a Master Document Register containing all documents that are to be used during the project▪ Format and update documents in line with the established procedures and templates▪ Checking documents for accuracy and compliance with the procedures▪ Create and maintain daily, weekly, or monthly reports in accordance with the established templates▪ File documents using the electronic document management system (EDMS)▪ Quality check all documents prior to submission to the client▪ Follow up on emails and requests sent to other members of the team▪ Draft emails and other communication pertaining to the Project documentations▪ Maintain the security of confidential documents▪ Contribute to ongoing process improvements with focus on document accuracy, efficiency, and regulatory risk mitigation▪ Participate to all safety training as required▪ Adhere to all HSE requirements of the project
Education	<ul style="list-style-type: none">▪ Bachelor's degree in Business Administration or any other related field





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Professional Qualification	<ul style="list-style-type: none"> Proficiency in MS Word (advanced) and MS Excel (intermediate), Adobe
Experience	<ul style="list-style-type: none"> 2 years' experience in documentation management, archiving, or records management. Experience in working with MS Office (Word, Excel), and Adobe, Experience of producing/formatting high volume of documents Experience of working under minimal supervision and as part of the team <p>Desirable:</p> <ul style="list-style-type: none"> Exposure to Projects in Oil & Gas, Industrial or others Exposure to professional Contract Management <p>Set yourself apart:</p> <p>Experience of working as a Documentation Controller</p>
Attributes/Skills	<ul style="list-style-type: none"> Independent and able to work with minimal supervision Methodical approach to work Excellent organizational skills Ability to work under pressure to tight deadlines Detail-focused document organizing abilities Ability to understand and follow instructions and procedures Time-oriented approach to handling tasks
Reporting to	Documentation Leader

Job Advertise Date	Job Reference No	Closing Date
13/05/2022	EALS033/OPS/2022	27/05/2022

NOTE:	<p>Apply to careers.tanzania@eals.co.tz Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</p>
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EALS Limited is an equal opportunity employer.

