



# 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

### **ROAD DOCUMENTATION OFFICER (Fixed Term Contract)**

## Position Objective

To oversee various tasks documentation, customs clearance, and operations.

## Key Responsibilities

- Ensure Customs Files are Properly Compiled with full set of clearance documents and on forwarded to customs office depending on type of customs selectivity.
- Prepare Daily Operations Report clearly indicated status of events for each file under clearance.
- Ensure customs verification is booked either same day & /or following day of lodging the customs file at the respective Port/ Border.
- Attend the customs verification to ensure there isn't any cargo shortage. Additionally, any samples taken by the respective government regulatory body should be reported to the manager concerned and client immediately.
- Closely follow up for customs release within same or following day of finalizing customs verification.
- Book for Port charges and ensure invoices are forwarded to the finance or respective CSO's on time for prompt payment processing.
- Ensure to check with customs on any customs warehouse rent to avoid facing hold up by customs on clearance and loading of upcoming shipments.
- Ensure D/O expiry dates are checked and noted to avoid delays at the time of trucks gating in Port.
- Ensure Cargo loadings are affected on QHSE compliant trucks in close co-ordination with the Road Transport Coordinator.
- Ensure proper & accurate delivery notes are filled and submitted to the respective transporter at the time of loading.
- Ensure that storing order is valid before submitted to transporter for returning empty container at





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<p><b>Education</b></p> <p><b>Professional Qualification</b></p> <p><b>Experience</b></p> <p><b>Attributes/Skills</b></p>	<p>nominated shipping depot on time.</p> <ul style="list-style-type: none"> <li>▪ Ensure proper communication between clients, drivers and main office at Dar es salaam.</li> <li>▪ -Ensure full set of clearance documents including original invoices and payment receipts are on forwarded to the main head office within 24 hrs. of loading out trucks.</li> <li>▪ Responsible for ensuring minimal operational costs are incurred on files &amp; to ensure approvals are obtained from your Supervisor.</li> <li>▪ Maintain existing clients and be able to get new clients in order to increase the company market</li> <li>▪ Ensure that all operations are conducted within the QHSE standards of the Group, and ensure that all activities are conducted within the prevailing laws and regulations</li> <li>▪ Participate to all safety training as required</li> <li>▪ Adhere to all HSE requirements of the project</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Business Administration, Logistics or any other related discipline</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Knowledge of/ Certificate Clearing and Forwarding</li> <li>▪ Computer training</li> <li>▪ SPOT –WAY System Training</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ 3- 5 years' experience in Freight Forwarding or similar role</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ MS-Office Package</li> <li>▪ Good Oral &amp; Written Communication Skills – English Language</li> <li>▪ Ability to work under pressure</li> <li>▪ Ability to work with minimal supervision</li> <li>▪ Ability to work in a team environment</li> <li>▪ Good Inter-personal skills</li> <li>▪ Integrity</li> </ul>	
<p><b>Reporting to</b></p>	<p>Documentation Quality Controller</p>	
<p><b>Job Advertise Date</b></p> <p><b>11/02/2022</b></p>	<p><b>Job Reference No</b></p> <p><b>EALS023/OPS/2022</b></p>	<p><b>Closing Date</b></p> <p><b>25/02/2022</b></p>





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Apply to [careers.tanzania@eals.co.tz](mailto:careers.tanzania@eals.co.tz)

**NOTE:**

*Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful*

*EALS Limited is an equal opportunity employer.*

