



# Job Advertisement

<b>The Company</b>	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.
<b>The Position</b>	<b>WAREHOUSE OUTBOUND OFFICER (Fixed Term Contract)</b>
<b>Position Objective</b>	<ul style="list-style-type: none"><li>• Responsible for coordinating all activities within a warehouse to work together seamlessly and efficiently.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure accurate and timely shipping processes of all orders with maximum efficiency.</li><li>▪ Receive work orders and check them to determine the type and number of items that need to be picked and shipped.</li><li>▪ Use warehouse navigation systems to locate items of choice within identified storage areas.</li><li>▪ Check each picked item for conformity such as batch and item numbers and perform quality checks on them.</li><li>▪ Ascertain that all items are appropriately stacked and secured within delivery trucks so that they remain safe during transit.</li><li>▪ Arrange for paperwork and bills to be included with each item and provide instructions to truck drivers to make sure that they reach clients on time.</li><li>▪ Oversee inventory levels, ensuring that any low stock situations are communicated to the supervisor promptly.</li><li>▪ Reporting on progress toward goals and making adjustments to improve performance</li><li>▪ Make sure that SOPs are followed and utilizing appropriate methods at all times.</li><li>▪ Perform cleaning and maintenance work on assigned warehouse areas, to ensure that they remain tidy, and functional at all times.</li><li>▪ Participate to all safety training as required</li><li>▪ Adhere to all HSE requirements of the project</li><li>▪ Any other work that may be assigned by Management</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>▪ Diploma/Degree or equivalent in Logistics or any other relevant field</li><li>▪ Registered with the Procurement and Supplies Professionals and Technicians Board (PSPTB) will be an added advantage</li></ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"><li>▪ Professional certification in PSPBT or its equivalent</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>▪ Minimum 3 years' experience in a similar role</li></ul>





# Job Advertisement

## Attributes/Skills

- Able to handle the pressure of meeting deadlines
- Analytical mind with ability to make accurate mathematical computations
- Excellent written and verbal communication skills
- Competencies in data entry, analysis, and management
- Keen attention to detail and ability to effectively manage time
- Strong understanding of safety culture and management.
- Problem-solving skill

**Reporting to** Site Operations Manager

Job Advertise Date	Job Reference No	Closing Date
04/11/2022	EALS012/OPS/2022	18/11/2022

**NOTE:**

Apply to [careers.tanzania@eals.co.tz](mailto:careers.tanzania@eals.co.tz)  
Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful

*EALS Limited is proud to be an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

