

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 Position Objective

ROAD OPERATIONS COORDINATOR (Fixed Term Contract)

Successfully co-ordinate all client shipments from start to end

Key Responsibilities

- Successfully co-ordinate and controls all aspects of the Road Transport Operations for the client from issue of Purchase Order/Transport Order as per INCO terms according to contractual agreement with client and Operating procedures. Ensure
- Ensure client deadlines and procedures are adhered to.
- Assist to maintain good service levels and good revenue margins as per the contract rates and any write offs / errors are kept to a minimum.
- Provide a positive learning environment to strengthen the team he/she is working with.
- Prepare and circulate daily and weekly truck plan for all loading points
- Liaise with yard supervisors, riggers, Subcontractors to manage vehicle flow into and out of all loading points
- Ensure all work is carried out in accordance with the departmental and company procedures.
- Ensure all shipments are dispatched within the proposed time frame.
- Keep client fully informed of the progress of the shipment.
- Identify incoming HLOOG Cargo from TMS system and commence transport planning and execution
- Advise Management on HLOOG Cargo that may require the use of "Bypass roads" and on cargo to be dismantled
- all Customs regulations are met including the prompt return of documents.
- Ensure that all transactions are carried out in accordance with the Standard Operating Procedure for the contract.
- Ensure all information entered the system is correct.
- Liaise with suppliers and expeditors to ensure timeous uplift of orders.
- Ensure PODs are returned by both the transporter and EALS representative at destination
- Ensure clients are invoiced in line with what has been agreed and the costing is accurate

Education	<ul style="list-style-type: none"> Ensure that clients are serviced in such a manner that more business in other areas (modes of transport) and other routes are considered by clients Ensure that EALS Limited portrays a professional and friendly image to all clients Ensure all destination county requirements are met Participate to all safety training as required Adhere to all HSE requirements of the project Any other work that may be assigned by Management
	<ul style="list-style-type: none"> Bachelor's degree in Business Administration/Logistics or any other related discipline.
	<ul style="list-style-type: none"> Sound knowledge of the road transport business Customer Service Strong ethics in dealings with customers, suppliers, and contractors
	<ul style="list-style-type: none"> 3- 5 years' experience in Freight Forwarding in the position of Road Freight Controller or similar role
Professional Qualification	
Experience	
Attributes/Skills	<ul style="list-style-type: none"> Pro-active Result oriented Team player. Strong communication and presentation skills with excellent English proficiency Ability to influence, negotiate and resolve conflicts on internal and external matters Systematic and organised

Reporting to	Road Transport Manager
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Job Advertise Date	Job Reference No	Closing Date
31/05/2023	EALS022/OPS/2022	14/06/2023

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