

<p><b>The Company</b></p>	<p>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 &amp; gas projects on an end-to-end basis.</p>
<p><b>The Position</b></p>	<p><b>SHUNTING COORDINATOR OFFICER (Fixed Term Contract)</b></p>
<p><b>Position Objective</b></p>	<p>Key Contact for EALS at Port who assist and report to Transport Manager to ensure smooth running of daily operations related to all EALS shunting activities from and to the port(s)/site(s)</p>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>▪ Assist in overseeing the receipt and dispatch of empty/loaded vehicles from and to all EALS operational port(s)/site(s)</li> <li>▪ Prepare report summary for trucks received/dispatched on daily basis at all EALS operational sites/ports</li> <li>▪ Ensure that drivers and workers adhere to respective Port/Sites health and safety regulations</li> <li>▪ Manage truck traffic into the port(s)/site(s) to avoid excessive queuing/congestion including providing clear, correct, and safe directions to drivers and coordinate's communication between drivers and Road Transport Team</li> <li>▪ Understands and minimizes possible risks (e.g., blind spots) to drivers, vehicle, and cargo during port(s)/site(s) entry or exit</li> <li>▪ Liaise with riggers to at the port to manage vehicle flow into and out of the port</li> <li>▪ Liaise with yard supervisors at the buffer yard manage vehicle flow into and out of the buffer yard</li> <li>▪ Liaise with Subcontractor to manage the release of trucks to the port and from the port</li> <li>▪ Escalate any vehicle dispatch/arrival delays from/to the port to the Road Transport Manager</li> <li>▪ Advise Road Transport Manager in case of congestion, delays in loading by port</li> <li>▪ Liaise with port manager to ensure loading and offloading equipment are available and escalate any deficiency to Road Transport Manager</li> <li>▪ Coordinate re bagging activities in case of damaged bags upon approval by Management and client</li> <li>▪ Report and send photos of damaged cargo to road transport manager before/during loading</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>▪ Bachelor's degree in Logistics or Supply Chain Management or any other related discipline</li> </ul>
<b>Professional Qualification</b>	<ul style="list-style-type: none"> <li>▪ Extensive knowledge/experience of import and export from an international environment</li> <li>▪ Customer Service</li> <li>▪ Strong ethics in dealings with drivers, suppliers, and contractors</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ At least 5-6 years' relevant working experience in a similar position</li> <li>▪ Good knowledge in Port Operations, Fleet Planning and Management</li> <li>▪ Knowledge of onsite QHSE requirements</li> </ul>
<b>Attributes/Skills</b>	<ul style="list-style-type: none"> <li>▪ Administration skills</li> <li>▪ Systematic</li> <li>▪ Organized</li> <li>▪ Attention to details</li> <li>▪ Good communication skills both verbal and written</li> <li>▪ MS Office skills</li> <li>▪ Able to work well with others</li> <li>▪ Proactive</li> <li>▪ Flexible</li> <li>▪ Team Player</li> <li>▪ Detail oriented mindset</li> </ul>

<b>Reporting to</b>	<b>Road Transport Manager</b>
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Job Advertise Date	Job Reference No	Closing Date
<b>31/05/2023</b>	<b>EALS041/OPS/2022</b>	<b>14/06/2023</b>

<b>NOTE:</b>	<p>Apply to <a href="mailto:careers.tanzania@eals.co.tz">careers.tanzania@eals.co.tz</a>  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.*