

<p>The Company</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 & gas projects on an end-to-end basis.</p>
<p>The Position Position Objective</p> <p>Key Responsibilities</p>	<p>WAREHOUSE OUTBOUND OFFICER (Fixed Term Contract)</p> <ul style="list-style-type: none"> • Responsible for planning organizing and coordinating all activities within a warehouse to work together seamlessly and efficiently. Supervises the daily work and safety of employees engaged in order selection, product replenishment, order loading, including all warehouse functions, selectors, loaders, and night forklift operators. Supervises labor hours and consumable supplies within budget. • Ensure accurate and timely outbound shipping processes of all orders with maximum efficiency. <hr/> <ul style="list-style-type: none"> ▪ Conduct / Partake daily operations meetings with relevant warehouse teams ▪ Allocate equipment, Forklift, warehouse space, and personnel in accordance with the Site manager planning schedule and pre-alerts. ▪ Conduct daily spot checks to ensure warehouse staff and casuals adhere to rules and procedures as published in relevant SOPs ▪ Coordinate out bound-bound, in a timely manner while ensuring full accountability. ▪ Ensure correct loading and storage are adhered to as per warehouse instructions ▪ Accurate input of all returned items into the warehouse management system (WMS) ▪ Perform Cycle counts, monthly stock takes with gap analysis and action plan follow up in accordance with SOP ▪ Immediate alert / Notification of damaged goods during and or after loading. ▪ Supervise permanent and casual staff in the warehouse to ensure their job activities are performed to correctly and at the maximum QHSE standards. ▪ Evaluate complaints received on shipments of equipment and stock and take appropriate action. ▪ Receive work orders and check them to determine the type and number of items that need to be picked and shipped. ▪ Use warehouse navigation systems to locate items of choice within identified storage areas. ▪ Check each picked item for conformity such as batch and item numbers and perform quality checks on them. ▪ Ascertain that all items are appropriately stacked and secured within delivery trucks so that they remain safe during transit. ▪ 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.

- Oversee inventory levels, ensuring that any low stock situations are communicated to the supervisor promptly.
- Report on progress toward goals and adjust improve performance
- Make sure that SOPs are always followed and utilizing appropriate methods.
- Perform cleaning and maintenance work on assigned warehouse areas, to ensure that they remain tidy, and functional at all times.
- Any other work that may be assigned by Management
- Evaluate team performance and develop performance improvement plans.
- Participate to all safety training as required
- Adhere to all HSE requirements of the project
- Any other work that may be assigned by Management

Education

- Diploma/Degree or equivalent in Logistics or any other relevant field
- Registered with the Procurement and Supplies Professionals and Technicians Board (PSPTB) will be an added advantage

Professional Qualification

- Professional certification in PSPBT or its equivalent

Experience

- Minimum 3 years' experience in a similar role

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
- Organized
- Leadership
- Strong Analytical Skills
- Proactive
- Integrity
- Interpersonal relations
- Leader
- Confidentiality
- Flexile, adaptable Agile
- Attention to detail
- Result Driven
- Good communicator



Job Advertisement



Reporting to **Site Operations Manager**

Job Advertise Date	Job Reference No	Closing Date
31/05/2023	EALS032/OPS/2022	14/06/2023

NOTE: *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*

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