

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

MCPY REPRESENTATIVE (Fixed Term Contract)

Key Contact for EALS at MCPY who assist and report to Transport Manager to ensure smooth running of daily operations related to all EALS deliveries to respective MCPY.

Key Responsibilities

- Assist in overseeing the receipt of goods at MCPY which include but not limited to:
- supervising cargo unloading as per EALS Procedure
- performing barcode scanning for pipes and preparation of paperwork according to Company's procedures
- Unloading trucks
- Verifying and acknowledging delivery of goods
- Prepare all essential paperwork and records for deliveries to MCPY
- Upload all necessary documentation including PODs onto EALS TMS
- Perform dispatch duties for empty vehicles and receive loaded vehicles
- Prepare report summary for trucks received/dispatched on daily basis
- Conduct driver safety briefings at MCPY and ensuring that the correct PPE is worn.
- Ensure that drivers and workers adhere to respective MCPY health and safety regulations
- To carry out Risk Assessment for each unloading and provide guidance on precautionary measures to be taken by drivers, and offloading officers in order to ensure workers' safety at site
- Improving site security by directing the movement of vehicles inside MCPY and to designated parking areas to minimize congestion and by recommending and laying out safe, on-site traffic systems
- Managing truck traffic into the MCPY to avoid excessive queuing/congestion including providing clear, correct, and safe directions to drivers and coordinate's communication between drivers and

	<p>MCPY personnel verbally and by radio and/or industry standard hand signals</p> <ul style="list-style-type: none"> ▪ Understands and minimizes possible risks (e.g., blind spots) to drivers, vehicle, and cargo during offloading/loading inside MCPY ▪ Participate to all safety training as required ▪ Adhere to all HSE requirements of the project
<p>Education</p>	<ul style="list-style-type: none"> ▪ Diploma or Bachelor in Logistics or Supply Chain Management or any other related discipline
<p>Professional Qualification</p>	<ul style="list-style-type: none"> ▪ Extensive knowledge/experience of import and export from an international environment ▪ Customer Service ▪ Strong ethics in dealings with drivers, customers, suppliers, and contractors
<p>Experience</p>	<ul style="list-style-type: none"> ▪ At least 4-6 years' relevant working experience in a similar position ▪ Good knowledge in safe vehicle lashing, unlash, loading, and unloading ▪ Knowledge of onsite QHSE requirements
<p>Attributes/Skills</p>	<ul style="list-style-type: none"> ▪ Administration skills ▪ Systematic ▪ Organized ▪ Attention to details ▪ Good communication skills both verbal and written ▪ MS Office skills ▪ Able to work well with others ▪ Proactive ▪ Flexible ▪ Team Player ▪ Detail oriented mindset
<p>Reporting to</p>	<p>Road Transport Manager</p>



Job Advertisement



Job Advertise Date	Job Reference No	Closing Date
01/11/2023	EALS051/OPS/2023	14/11/2023

NOTE:

Apply to TZ009-info.careers@eals.co.tz

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

Candidates that meet the minimum requirements residing along the project pipeline are encouraged to apply

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