

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

PUF PIPES OPERATIONS MANAGER (Fixed Term Contract)

Co-ordinate & Manage all Customer related clearance and forwarding activities in coordination with the Transport Department and sites (i.e. Documentation, Customs clearance, Shipping, COLOG, Administration etc.)

Key Responsibilities

- Oversee and supervise his/her dedicated Team to ensure timely service delivery and accurate reporting's to clients on status of their shipments.
- Review all set of new documents received to ensure that valid quotations plus certificates from concerned regulatory bodies are in place to effect file validation.
- Ensure Timely notifications are sent by Operators (Customer service Officer - CSO) to respective clients on Documents received / pending as well as status of file opening.
- Coordinate evacuations plan, booking and dispatch for its customers, in conjunction with the Transport team, with the objective to achieve zero delays to minimise the exposure to additional charges and improve the KPIs / Service Levels.
- Maintain accurate documentation database and communication especially for all reportable items to the clients
- Review Daily reports with the respective Operator to ensure timely and accurate data capturing on all relevant systems.
- Ensure all technical issues on files such as TRA / Shipping Queries etc. are swiftly actioned and timely status updates sent to the client accordingly
- Assists for the invoicing of additional services linked to C&F services incl. Buffer Yard and warehousing activities.

	<ul style="list-style-type: none">▪ Check & Approve Expense Vouchers whilst managing Operational costs on files.▪ Review and assess with the Control Tower the status of empty return as well as timely invoicing of demurrage charges to clients.▪ Ensure that all operations are conducted within the QHSE standards of the Group, and ensure that all activities are conducted within the prevailing laws and regulations▪ Actively engage in finding continuous improvements initiatives to create efficiency in the C&F process and direct reports.▪ Participate to all safety training as required▪ Adhere to all HSE requirements of the project
Education	<ul style="list-style-type: none">▪ Degree holder in Business Administration, Logistics or any other related field
Professional Qualification	<ul style="list-style-type: none">▪ Customer Service Training
Experience	<ul style="list-style-type: none">▪ Minimum 4 years work experience (in clearing & forwarding would be an added advantage)
Attributes/Skills	<ul style="list-style-type: none">▪ Excellent Interpersonal skills▪ Fully conversant with MS Office▪ Ability to manage & lead a team▪ Ability to communicate effectively▪ Ability to work independently & Pro-actively▪ Organised▪ Proactive▪ Attentive to details▪ Proven track record of performance
Reporting to	Control Tower Manager



Job Advertisement



Job Advertise Date	Job Reference No	Closing Date
01/11/2023	EALS050/OPS/2023	14/11/2023

NOTE:	<i>Apply to TZ009-info.careers@eals.co.tz</i>
	<i>Please note that should you not be contacted within 2 weeks after closing Job Advertisement – Consider your application unsuccessful</i>
	<i>Candidates that meet the minimum requirements residing along the project pipeline are encouraged to apply</i>

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