

## 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

### RECEIVING OFFICER (Fixed Term Contract)

## Position Objective

A Receiving Officer is responsible for maintaining inventory counts and quality control procedures for incoming and outgoing product shipments, based at Sojo, Nzenga – Tabora.

## Key Responsibilities

### Operations

- Properly accounting for the location of incoming goods.
- To ensure accurate tallying during loading and offloading as related to the shipping documents.
- To ensure proper handling of stock to avoid damages or accidents
- To assist the site supervisor in ensuring that the preparation of stacking space, personnel and equipment is done in a timely and accurate manner.
- To ensure that all stock is stacked, palletized, or re-bagged in accordance with the SOP and QHSE safety rules.
- To ensure physical receipt of stock into stores as per PO, DN Invoice and Return Note.
- To ensure knitting, scanning and issuance of approved and fully paid customer orders and approved SORFs.
- To perform daily stock counts against stocker ledger and reconcile to zero variance.
- To perform month-end counts and reconciliation of stock therein against system balances.
- To attend to any customer complaints within 24hrs.
- To ensure inspection of stock received together with the client as per specifications to vendor.
- To update and submit management reports of daily stock movements and balances as per Site supervisor/client requirements.
- To update stock cards of transactions done.
- To ensure issuance of stock follows FIFO.
- Any other duty as will be assigned.

### Safety

- To ensure that all QHSE regulations are complied with to ensure safe working conditions and practices at Site
- To ensure security procedures are always adhered to as per SOP at site and perform daily checks for compliancy.

<b>Education</b>  <b>Professional Qualification</b>  <b>Experience</b>  <b>Attributes/Skills</b>	<ul style="list-style-type: none"> <li>• Degree in procurement and supply chain management, logistics, business administration, or a related field.</li> <li>• Certified Procurement and Supply Professional (CPSP)</li> <li>• At least 2 years' relevant working experience in related field.</li> <li>• Strong analytical skills</li> <li>• Detail-oriented</li> <li>• Proactive</li> <li>• Integrity</li> <li>• Good communication skills both verbal and written</li> <li>• Flexible</li> <li>• Team driven</li> <li>• Results driven</li> <li>• Sense of urgency</li> </ul>
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**Reporting to** TIS SUPERVISOR

Job Advertise Date	Job Reference No	Closing Date
25/10/2024	EALS001/TIS/2024	11/11/2024

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