

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

TRUCK RECEPTION ADMINISTRATOR (Fixed Term Contract)

Position Objective

Maintain good contact with the Operations Team in Dar Es Salaam and report/share data in the track and trace system. Circulate to the team at TIS (Thermal Insulation System) plant/site any requests from the Operations Team in Dar Es Salaam with support of the Supervisor at TIS. Ensure efficient and effective truck rotation on site. This position is based at Sojo, Nzenga – Tabora.

Key Responsibilities

- Assist the TIS Supervisor in action planning based on the TIS Production projection.
- Report and record truck receipt in the track and trace system.
- Liaise with the Control Tower Team and the Road Transportation Team on follow up activities.
- Ensure that PODs are shared in the track and trace system within twelve (12) hours of the truck arriving at the site.
- Respond to any requests/actions made by the Operations Team in Dar es Salaam and carry out any tasks assigned to you.
- Collect documents from drivers.
- Participate to all safety training as required.
- Adhere to all HSE requirements of the project
- Any other duty as will be assigned.

Education	<ul style="list-style-type: none"> • Minimum Ordinary Level Secondary education with license to operate lifting equipment. • Diploma in Logistics Management or similar field.
Professional Training	<ul style="list-style-type: none"> • Certificate in East African Customs Clearing and Freight Forwarding Practice will be an added advantage.
Experience	<ul style="list-style-type: none"> • Minimum 3 years' experience in clearing and forwarding/Logistics or Supply Chain.
Attributes/Skills	<ul style="list-style-type: none"> • Good understanding of MS Office package and ability to learn new software programs relevant to business unit. • Ability to communicate effectively across all levels. • Ability to generate and analyses reports. • Agile. • Proactive. • Able to work under minimum supervision. • Organised. • Good interpersonal and relationship skills.

Reporting to TIS SUPERVISOR

Job Advertise Date	Job Reference No	Closing Date
25/10/2024	EALS002/TIS/2024	11/11/2024

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*

CAUTION! EALS does not receive money in exchange for a job position. Should you be asked for money in exchange for a job offer or suspect such activity, please report this immediately to our Compliance e-mail through compliance@aglgrou.com

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