

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	WAREHOUSE INBOUND OFFICER (Fixed Term Contract)
Position Objective	Responsible for ensuring that all returns to the warehouse are received in a timely and accurate manner. Their major KPIs are stock accuracy and vehicle turnaround time.
Key Responsibilities	<ul style="list-style-type: none"> ▪ Coordinating the offloading of returns from drivers' vehicles ▪ Coordinating the pickup of returns from the car park to the warehouse ▪ Ensuring the quality of items being returned to the warehouse ▪ Proper sealing or repackaging of any returned items if needed ▪ Identifying and putting away any damaged returns. Also, syncing with finance to ensure the proper treatment is done ▪ Proper physical confirmation of all items returned to the warehouse ▪ Accurate input of all returned items into the warehouse system ▪ Getting physical sign offs and documentation for all returned items ▪ Daily reconciliation of system returns vs physical returns position ▪ Ensuring no items are left in the returns bay and all pending returns are received in the warehouse both physically and on the system ▪ Providing daily reports on drivers whose physical returns do not match their system generated returns ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Professional certification in PSPBT or its equivalent
Experience	<ul style="list-style-type: none"> ▪ Minimum 3 years' experience in a similar role



Job Advertisement

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

Reporting to

Site Operations Manager

Job Advertise Date

04/11/2022

Job Reference No

EALS013/OPS/2022

Closing Date

18/11/2022

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

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

