

| | |
|--|--|
| <p>The Company</p> | <p>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.</p> |
| <p>The Position</p> | <p>PUF (POLYURETHANE FOAM) TRUCKS ADMINISTRATOR (Fixed Term Contract)</p> |
| <p>Position Objective</p> | <ul style="list-style-type: none"> • Ensure clean preparations and provide drivers with truck documents • Keep in touch with the Operations Team in Dar es Salaam, and report/share data in the track and trace system • Distribute any requests from the Operations Team in Dar Es Salaam to the TIS plant team, with the support of the TIS Supervisor • Ensure on-site truck rotation is efficient and effective |
| <p>Key Responsibilities</p> | <ul style="list-style-type: none"> • Assist the TIS Supervisor in action planning based on the TIS Production projection • Print and prepare truck documentation in compliance with the Dar es Salaam operations' truck/clearance documents and the daily truck dispatch schedule. • Enter truck receipt information into the track and trace system. • Coordinate follow-up efforts with the Control Tower crew and the Road Transport Manager. • Ensure that PODs are shared in the track and trace system within twelve (12) hours of the truck arriving at the site. • Liaise with the Control Tower team and the Land Transport Manager on forwarding follow up activities • Respond to any requests/actions made by the Operations Team in Dar es Salaam and carry out any tasks assigned to you • Participate to all safety training as required • Adhere to all HSE requirements of the project • Any other duties as assigned by Management |
| <p>Education</p> | <ul style="list-style-type: none"> • Minimum Ordinary Level Secondary education with license to operate lifting equipment • Diploma in Logistics Management or similar field |
| <p>Professional Qualification</p> | <ul style="list-style-type: none"> • Certificate in East African Customs Clearing and |

| | |
|--------------------------|--|
| Experience | Freight Forwarding Practice will be an added advantage |
| | <ul style="list-style-type: none"> • Minimum 3 years' experience in clearing and forwarding/Logistics or Supply Chain compulsory |
| 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 |
| | <ul style="list-style-type: none"> • Ability to communicate effectively across all levels |
| | <ul style="list-style-type: none"> • Ability to generate and analyse reports |
| | <ul style="list-style-type: none"> • Agile |
| | <ul style="list-style-type: none"> • Proactive |
| | <ul style="list-style-type: none"> • Able to work under minimum supervision |
| | <ul style="list-style-type: none"> • Organised • Good interpersonal and relationship skills |

| | |
|---------------------|---|
| Reporting to | Supervisor At TIS (The Thermal Insulation System (TIS) Coating facility (CF) Site/Plant. |
|---------------------|---|

| Job Advertise Date | Job Reference No | Closing Date |
|--------------------|-------------------------|-------------------|
| 30/10/2023 | EALS038/OPS/2022 | 13/11/2023 |

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

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