



Job Advertisement

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	ROAD PERMIT OFFICER (Fixed Term Contract)
Position Objective	Responsible for processing certificates at the various Government Ministries.
Key Responsibilities	<ul style="list-style-type: none">▪ Checking all documents received from Client Service Officer/s are accurate for applying for the required permits▪ Applying for the relevant permits / certificates▪ Support on-boarding the clients to comply with regulatory authorities and ease the process of permits processing▪ Follow-up on documents submitted daily with all Government Agencies for issuance▪ Monitor the quality of service provided by permits issuing authorities to avoid disputes during the clearance process▪ Ensure tax invoices are obtained and submitted to superior together with the permit to support timely retirement▪ Checking that the permit received is the same as the draft submitted and where errors have been made; ask for corrections at the various agencies▪ Answer; where able; to possible queries from relevant offices. In all case, obtaining written proof of queries and escalating queries immediately to the Client Operations Manager and Road Transport Manager▪ Keep tracking record of permits being processed▪ Participate to all safety training as required▪ Adhere to all HSE requirements of the project
Education	<ul style="list-style-type: none">▪ Bachelor's degree in Business Administration, Logistics or any other related discipline
Professional Qualification	<ul style="list-style-type: none">▪ Knowledge of Clearing and Forwarding
Experience	<ul style="list-style-type: none">▪ 3- 5 years' experience in Freight Forwarding or similar role
Attributes/Skills	<ul style="list-style-type: none">▪ Pro-active▪ Result driven





Job Advertisement



- Team player
- Organised
- Self-starter
- Motivated
- Proper use of MS office
- Excellent Communicator both written and oral
- Good knowledge of import/ export processes

Reporting to Road Transport Manager

Job Advertise Date	Job Reference No	Closing Date
11/02/2022	EALS019/OPS/2022	25/02/2022

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 an equal opportunity employer.

