

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 Position Objective

INVOICING SUPERVISOR (Fixed Term Contract)

Key Responsibilities

- Ensure that invoicing is done on time with precision as per the set KPI by the management and contractual customer requirements.
- Ensure daily invoicing follow up with COMs (Customer Opera.
- Ensure daily checking of invoices dispatch to relevant party with supporting document, keeping monitoring report updated. Assist Manager/HOD on disputes follow up and resolution.
- Ensure accuracy of draft of invoices raised by the invoicing officers (according to the rates agreed on the specific quotation/contractual framework) and ensure that all the disbursements have been captured and provisioned on the invoice/file.
- Ensure that all invoices are addressed to the correct client with the correct currency.
- Input in the relevant system (i.e. SPOT) all the invoice drafts approved by the Manager/HOD in the absence of the invoicing clerks.
- Check for any anomalies on the invoice and bring to the attention of Manager/HOD and make the necessary corrections.
- Ensure a copy of all the invoices are filled in the physical operational file.
- Coordinate with the invoicing officers to ensure that all the invoices printed are dispatched within 12 hours from the time of validation.
- Ensure that invoicing agents are attaching all the necessary documents required by the client.
- Ensure that files are invoiced maximum 2 working days after loading date or as per contract.
- Follow up the invoicing progress with COM on a daily basis, using the SPOT report to identify files that are ready for invoicing.
- Assist to analyse invoices disputed by the clients by coordinating with the COM and the Administration Manager/HOD.

Education	<ul style="list-style-type: none"> Assist the Administration Manager/HOD to analyse the disbursement control forms in due time. Supervise all the invoicing clerks and ensure they perform their duties with accuracy within the KPIs set by the management. Actively engage in finding continuous improvements initiatives to create efficiency in the invoicing process and team Ensuring the invoicing procedures and policies are up to date Adhere to all HSE requirements of the project Any other duties as assigned by Management
	<ul style="list-style-type: none"> Degree Holder in Clearing and Forwarding and/or Finance Certified in MS Office
	<ul style="list-style-type: none"> Clearing & Forwarding and Administration
	<ul style="list-style-type: none"> Five (5) years in C&F related industry in Administration/Finance departments within C&F Company and related industries.
	<ul style="list-style-type: none"> Good Interpersonal skills Good organizational & analytical skills Fully conversant with MS Office Ability to build reports Ability to communicate effectively Ability to work independently & Pro-actively

Reporting to	Control Tower Manager
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Job Advertise Date	Job Reference No	Closing Date
31/05/2023	EALS004/OPS/2022	14/06/2023

NOTE:	<p>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</p>
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