

<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>INVOICING DISPATCH OFFICER (Fixed Term Contract)</p>
<p>Position Objective</p>	<p>Raising invoices, punching vouchers, and filing so customers to get their bills for settlement.</p>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> ▪ Review validity and approval of quotations and contracts ▪ Prepare cost sheets with profit margins and advise in case of losses ▪ Raise invoices of the cleared files for review and Validation ▪ Preparation and control of the department petty cash & Costs ▪ Check abnormalities and make necessary corrections on billing ▪ Print various documents on request ▪ Ensure invoices with supporting documents are dispatched within agreed days from delivery for payment ▪ Participate to all safety training as required ▪ Attend and manage clients queries with regards to invoicing and the related attachments ▪ 100% timely and accurate on billing and making sure to attain the KPI of 2 days invoice and Dispatch of the invoices to clients ▪ Adhere to all HSE requirements of the project
<p>Education</p>	<ul style="list-style-type: none"> ▪ Degree in Business Administration, Finance, Economics or any other related field
<p>Professional Qualification</p>	<ul style="list-style-type: none"> ▪ ATEC II
<p>Experience</p>	<ul style="list-style-type: none"> ▪ At least 3 years relevant experience

Attributes/Skills

- Strong analytical skills
- Excellent computer skills in MS Office computer packages
- Ability to work under pressure to meet deadlines
- Honest and possessing a high level of integrity
- Demonstrated ability to work diplomatically, harmoniously, and effectively with a diverse group of people
- Ability to understand figures/financial acumen

Reporting to

Operations Support Specialist

Job Advertise Date

01/11/2023

Job Reference No

EALS048/OPS/2023

Closing Date

14/11/2023

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

Candidates that meet the minimum requirements residing along the project pipeline are encouraged to apply

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