



Processing Clerk

Company: Orijin Inc.

Reports To: Customs Broker and Supervisor

Location: Prashad Nagar, Georgetown, Guyana

Employment Type: Full-Time

A. Purpose of the Position

The Processing Clerk is responsible for preparing and submitting customs declarations accurately and on time through ASYCUDA World, so that cargo is cleared without delay.

Customs processing is the core of this role and must be performed to a consistently high standard. The Processing Clerk also supports regulatory and customs coordination activities as directed, and escalates complex or technical matters to the Customs Broker.

B. Key Responsibilities

1. Customs Processing (Core Function)

- Prepare and submit customs declarations through the ASYCUDA World system accurately and within required timelines.
- Review shipping and customs documentation for completeness and accuracy before submission.
- Prepare exemption applications and supporting customs submissions.
- Assist with tariff classification research and customs valuation reviews.
- Monitor assigned customs files and identify issues requiring attention.
- Ensure customs transactions comply with applicable regulations and company procedures.

2. Regulatory Support

- Assist with researching customs requirements, permits, licences and exemptions relevant to assigned files.
- Assist with regulatory applications and approvals as directed.
- Keep up to date with changes in customs regulations and procedures that affect day-to-day processing.

3. Customs Coordination

- Assist in coordinating customs-related activities required for cargo clearance, including inspections and examinations.
- Liaise with regulatory agencies on routine customs matters as directed.
- Provide the customs-related information Operations Coordinators need to progress their jobs.

4. Escalation & Compliance

- Escalate complex technical matters, discrepancies or compliance concerns promptly to the Customs Broker.
- Follow company customs procedures, checklists and internal controls, and use company systems accurately for tracking and updates.
- Maintain the confidentiality of customs and client information.



5. Other Duties

- Perform any other reasonable customs or operational duties as may be assigned from time to time.
- Assist with general office administration and correspondence as directed.

C. Competencies

- Strong working proficiency in ASYCUDA World.
- Sound understanding of customs documentation and clearance procedures.
- High level of attention to detail and accuracy.
- Good organizational and time-management skills, with the ability to meet deadlines.
- Problem-solving ability, and good judgement on when to escalate.
- Professional communication.
- Integrity, accountability and confidentiality.

D. Basic Requirements

- High school diploma, technical certificate or equivalent qualification.
- Hands-on experience preparing and submitting customs declarations in ASYCUDA World (required).
- Minimum one (1) year of experience in customs brokerage, freight forwarding, logistics, shipping or a related environment.
- Working knowledge of customs documentation and clearance procedures.
- Proficiency in Microsoft Office applications.
- Ability to work flexible hours and respond to urgent operational needs when required.