



G Solutions Group doo was founded in 2014 with headquarter in Belgrade, Serbia.

As a result of commitment to development, continuous growth of human capital and improvement of business processes, G Solutions Group and its subsidiaries and all of the brands within the Easytovisa Portfolio have become the first CEE independent visa service and online immigration consultancy provider.

Easytovisa is a trusted visa service provider for some of the leading regional companies, in a wide range of industries.

[Fast and Secure Route to all Your Visas - Easytovisa](#)

Job Details: Export Documentation Clerk

The logo for CIBTvisas, with 'CIBT' in a bold, red, sans-serif font and 'visas' in a smaller, black, sans-serif font.

About our Partner

CIBT is the leading global provider of immigration, visa and document services for corporations and individuals with over 1,700 professionals, attorneys and qualified migration consultants located in over 60 offices in 25 countries. With thirty years of experience, CIBT is the primary service provider to 75% of Fortune 500 companies.

CIBT offers a comprehensive suite of services under three primary brands: Newland Chase, a wholly owned subsidiary focused on global immigration strategy and advisory services for corporations worldwide. CIBTvisas, the market leader for business and other travel visa services for corporate and individual clients. CIBTvisas is the leading global travel visa service with unrivaled capability to obtain business and other travel visas for corporations and individuals worldwide in a fast, convenient and secure manner. Finally Blair Consular Services, operating for over 55 years, facilitating the procurement and certification of documentation

Position Overview

The Export Documentation Clerk is responsible for creating a range of Export documentation for customs clearance & registration purposes. They would assist the team to ensure the highest level of customer service is given whilst dealing with a range of clientele. The employee would be part of a team of 15 and work as a team to ensure we meet service deadlines. All documentation is raised on our online platform Quickcert that channels into a number of Chambers globally for authentication. To be fully successful in this position, this person will be professional in their approach and have confidence when communicating with people, experience with all areas of credit control. They will be willing to complete ad hoc tasks as and when required.

Duties and Responsibilities:

- Raising/issuing of export documentation, including UK & Arab-British Certificates of Origin, EUR1's, ATA Carnets, CCVO's and Customs Declarations
- Register all document requests on our internal database, keep the database up to date in the event of queries and complete files in a timely fashion once a job has been completed.
- Send client invoices where customer procedure allows via email from the database Liaise with customers via telephone & email, always maintaining a high level of customer service
- Ensure that all documents are processed through the necessary steps and clients are charged correctly.
- Basic administrative support may be required.

SOLUTIONS