



<https://jobsleworld.com/jobs/clerk-executive-job-in-united-kingdom-ups-careers/>

## Clerk Executive

### Job Location

United Kingdom

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### Base Salary

USD 2,500 - USD 3,500

### Qualifications

### Hiring organization

UPS

### Date posted

January 4, 2025

### Valid through

31.07.2025

APPLY NOW

High School diploma or equivalent

### Employment Type

Full-time

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### Description

#### Clerk Executive Job in United Kingdom – UPS Careers

**Company:** UPS

**Position:** Clerk Executive

**Location:** United Kingdom

#### Clerk Executive Job at UPS – Apply Online

Details	Information
<b>Selection Process</b>	Online Interview, Aptitude Test, Document Verification
<b>Qualification</b>	High School Diploma, Bachelor's Degree Preferred
<b>Skills</b>	Communication, Organization, Computer Proficiency, Time Management
<b>Eligibility Criteria</b>	Minimum Age: 18 years
<b>Salary</b>	£25,000–£30,000 Per Year
<b>Experience</b>	Both Freshers and Experienced Candidates Can Apply
<b>Apply Method</b>	Online Application
<b>Application Medium</b>	Apply through UPS Official Website
<b>Last Date to Apply</b>	As Soon As Possible

Working Hours: 9:00 AM – 5:00 PM | Monday to Friday

Job Type: Full-Time

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#### Job Description:

UPS is hiring for the role of **Clerk Executive** in the United Kingdom. This position offers a dynamic and supportive work environment where you can grow and develop your skills. As a Clerk Executive, you will manage administrative tasks, maintain records, and support the daily operations of the company. Whether you are looking for jobs hiring near me, remote jobs, or full-time employment, this position could be a great fit.

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UPS provides competitive salaries, excellent benefits, and opportunities for career advancement.

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#### Responsibilities:

- Perform general administrative duties like filing, data entry, and record keeping.
- Manage incoming and outgoing communications, including emails and calls.

- Schedule and coordinate meetings, appointments, and travel plans.
- Prepare reports, presentations, and documents as required.
- Maintain and organize office supplies and inventory.
- Ensure compliance with company policies and procedures.
- Handle customer inquiries and provide timely responses.
- Collaborate with various departments for smooth workflow.
- Assist with payroll and invoicing tasks when needed.
- Monitor deadlines and follow up on pending tasks.

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**Skills:**

- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- High attention to detail and accuracy.
- Problem-solving and critical-thinking skills.
- Adaptability in a fast-paced work environment.

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**Qualifications:**

- High School Diploma is mandatory.
- Bachelor's Degree in Business or a related field is preferred.
- Previous experience in an administrative or clerical role is a plus.

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**Experience:**

- Freshers are welcome to apply.
- Candidates with prior administrative experience will have an advantage.

If you are looking for full-time or part-time jobs near me, UPS Careers could be your next big opportunity. Join a reputable company that values its employees and fosters growth. Apply today and take the first step towards an exciting career!

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