

UPS Crawley Transport Centre Clerk



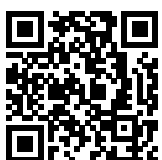
Location

South East, West Sussex

<https://www.freeadsz.co.uk/x-500989-z>



Founded in 1907 in Seattle, Washington USA, UPS are the largest parcel delivery service in the world and one of the leading global providers of specialized transportation and logistics services. UPS employs nearly 400,000 staff world wide and serves more than 220 countries and territories. **Position Summary:** A UPS Centre clerk is responsible for various administrative tasks that occur in the UPS Centres. This is a varied and challenging role as there are many duties required. These duties can span from reception work, dispatch, banking and customer service. Dependant on location a UPS administrative clerk generally works 40 hr's per week. As UPS is a 24 hour operation various hours may be available. **Key Responsibilities:** Dealing with customer queries in a professional and timely manner whether on the phone or face to face. Liaising effectively between various UPS Departments. Providing customer counter cover, for example receiving packages that require exporting and assisting with customer collections. Investigating and reporting to the Centre or customer to assist with query resolution. Cash handling and banking duties. Meet set targets on a daily basis. Responsible for any additional task.



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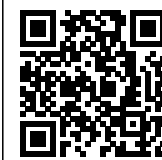
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