



<https://jobcitylive.com/jobs/data-entry-clerk-permanent-part-time-job-in-united-parcel-service-ups/>

Data Entry Clerk (Permanent Part-Time)

Job Location

Central Region, Singapore
Remote work from: SG

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Base Salary

SGD 2000 - SGD 2300

Qualifications

High school diploma or equivalent.

Employment Type

Part-time

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Description

Data Entry Clerk (Permanent Part-Time) Job in United Parcel Service (UPS)

Are you organized, detail-oriented, and looking for a part-time role? United Parcel Service (UPS) is hiring a Data Entry Clerk to join our team. In this role, you will handle data entry tasks and ensure accuracy in processing information. If you enjoy working with data and want a stable part-time job, this could be the perfect fit for you!

Responsibilities:

- Input and update data into the company system accurately.
- Verify and cross-check data to ensure correctness.
- Maintain organized records of completed tasks.
- Assist in preparing reports and documentation.
- Communicate with other teams to clarify and resolve data issues.
- Handle sensitive information with confidentiality.
- Follow company policies and data management procedures.
- Monitor and correct errors in data entries.
- Support administrative tasks when needed.

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Skills:

Hiring organization

United Parcel Service (UPS)

Date posted

January 15, 2025

Valid through

28.02.2025

APPLY NOW

- Proficient typing skills with high accuracy.
- Attention to detail and excellent organizational skills.
- Basic knowledge of Microsoft Office (Excel, Word, etc.).
- Good communication skills for teamwork and collaboration.
- Ability to work independently and manage time effectively.

Qualifications:

- High school diploma or equivalent.
- Certificate in data entry or administration is a plus.

Experience:

- Prior experience in data entry or administrative roles is preferred.
- Fresh candidates with strong typing skills are welcome to apply.

Additional Information:

- Permanent part-time position.
- Flexible working hours available.
- Opportunity to grow within the company.

If you're looking for a part-time role with flexibility and the chance to develop your skills, apply now to join United Parcel Service (UPS) as a Data Entry Clerk!

Important Links