

The UPS Store



IS HIRING
JOIN OUR TEAM!









CONVENIENTLY LOCATED ON THE CORNER OF ROUTE 59 AND 95TH STREET

Are you ready to start learning helpful world skills while making your own money?
Whether you have little work experience or you are looking for your first job,
THE UPS STORE is a GREAT place to work!

The Ideal Candidate has a friendly and genuinely helpful demeanor, Works well with others and is a multi tasker. He or she must be a fast learner who makes an effort to learn all aspects of the business.

RESPONSIBILITIES

-  Receive and process packages for shipment
-  Operate copiers, fax machines, binding equipment, laminating machines, and cash registers
-  Deliver outstanding customer service to walk-in customers and telephone inquiries
-  Continuously practice good listening skills with customers, UPS STORE team members/management
-  Take action to learn all product and service offerings, alternative solutions, and industry trends
-  Maintain a clean and safe working environment



SCHEDULE/AVAILABILITY

MUST BE WILLING TO WORK AT MINIMUM 3 DAYS PER WEEK

MONDAY – FRIDAY 2 OR 3 PM UNTIL CLOSING (6:30PM)

SATURDAYS 9AM-5PM

Stop by the store to grab or drop off an application

THE UPS STORE #3612
2863 West 95th St. Suite 143
Naperville, IL 60564
store3612@theupsstore.com
Phone: 630-922-0750

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Real Candidate has a friendly and genuinely helpful demeanor, Works well with others and is a multi tasker. He or she must be a learner who makes an effort to learn all aspects of the business.

RESPONSIBILITIES

• Pack and process packages for shipment
• Operate copiers, fax machines, binding equipment, and cash registers
• Provide outstanding customer service to walk-in customers and telephone inquiries
• Continuously practice good listening skills with customers and UPS STORE team members/management
• Learn all product and service offerings, alternative solutions, and industry trends
• Maintain a clean and safe working environment



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