

# SHIPPING, RECEIVING & TRAFFIC CLERK



## JOB DESCRIPTION

**KEEP RECORD OF ANY INCOMING AND OUTGOING DELIVERIES.**

## **TASKS:**

- Refer to records to confirm that invoice and order shipments are correct.
- Record weight, charges, space availability and damages of shipments.
- Choose the correcting shipping method based on knowledge of routes.
- Ensure shipments are delivered to intended department, use conveyors or sorting bins to assist in delivering.
- Resolve any problems such as damages to materials or shortages.
- Prepare outgoing shipments by packing and label postage
- Store materials and supplies promptly to keep an accurate count of inventory.

## **OCCUPATION STATISTICS:**

### **AVERAGE ANNUAL SALARY:**

NATIONAL

ENTRY-LEVEL - **\$18,700**

MEDIAN - **\$28,300**

EXPERIENCED - **\$44,000**

PENNSYLVANIA

ENTRY-LEVEL - **\$19,790**

MEDIAN - **\$27,000**

EXPERIENCED - **\$30,600**

### **PROJECTED JOB GROWTH:**

NATIONAL - **-7%**

PENNSYLVANIA - **+1%**

SOURCES: [WWW.ONLINE.ONETCENTER.ORG](http://WWW.ONLINE.ONETCENTER.ORG)  
2010 WIA HPO LIST

## **IS SHIPPING AND RECEIVING CLERK RIGHT FOR YOU?**

### **ARE YOU:**

- Persistent?
- Adaptable to change?
- Cooperative?
- Detail oriented?
- Dependable?
- A good communicator, both written and orally?

**FOR MORE INFORMATION VISIT:**

