

Shippers and Receivers

Description

Shippers and receivers ship, receive and record the movement of parts, supplies, materials, equipment and stock to and from an establishment. They are employed in the public sector and by retail and wholesale establishments, manufacturing companies, and other commercial and industrial establishments.

Duties:

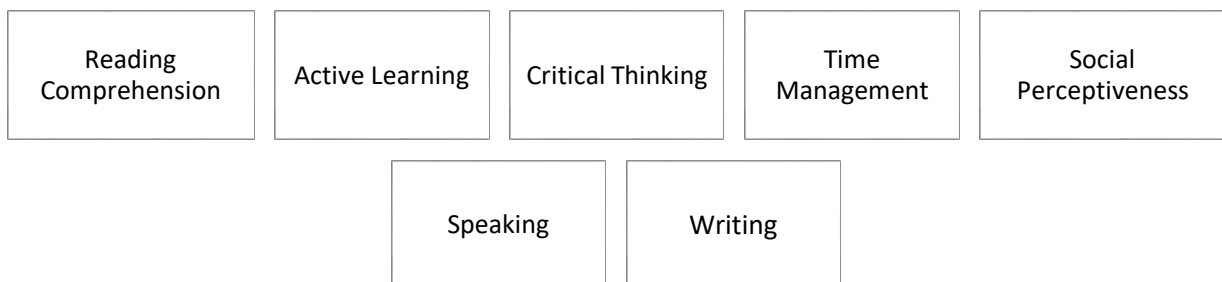
- Determine method of shipment and arrange shipping; prepare bills of lading, customs forms, invoices and other shipping documents manually or by computer
- Assemble containers and crates, record contents manually or by computer, pack goods to be shipped and affix identifying information and shipping instructions
- Oversee loading and unloading of goods from trucks or other conveyances
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Unpack, code and route goods to appropriate storage areas
- Maintain internal, manual or computerized record-keeping systems
- May operate forklift, hand truck or other equipment to load, unload, transport and store goods.
-

Other titles:

- Freight Receiver
- Import Freight Clerk
- Shipping Agent
- Supply Chain Assistant

(Government of Canada National Occupation Classification)

Skills



Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Completion of secondary school is usually required

Post-secondary diploma/degree

- Not required

Certification

- Experience in a related clerical occupation or as a warehouse worker may be required
- A forklift certificate may be required
- A driver's licence may be required

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as shippers and receivers are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR): **\$35,003**

Average Wages and Salaries (POR): **\$35,295**

Median Wages and Salaries (POW): **\$36,916**

Average Wages and Salaries (POW): **\$35,989**

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
4131 Food wholesale-distributors	40	80
4163 Lumber and other building supplies wholesaler-distributors	60	60

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)

Additional Resources

- Forklift licensing information: <http://forkliftlicenseguide.com/ontario>