



WAGE DATA

Rate Type / Statistical Type	Entry level	Mean	Experienced
Annual wage or salary	\$29,711	\$32,560	\$36,477
Hourly wage	\$14.07	\$18.56	\$19.70

JOB DESCRIPTION

Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transport-

DUTIES

- Examine shipment contents and compare with records such as manifests, invoices, or orders to verify accuracy.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Contact carrier representatives to make arrangements or to issue instructions for shipping and delivery of materials.
- Deliver or route materials to departments using hand truck, conveyor, or sorting bins.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Determine shipping methods, routes, or rates for materials to be shipped.
- Compute amounts, such as space available, shipping, storage, or demurrage charges, using computer or price list.

TOOLS and TECHNOLOGY

Tools used in this occupation:

Bar code reader equipment — Handheld bar code scanners, High-speed/moving object scanning devices

Form or fill or seal machinery — Pillow packing machines, Taping machines

Franking or postage machines — Postage meters

Radio frequency identification devices — Fixed radio frequency identification device RFID readers, Handheld scanners, Radio frequency identification RFID devices

Staple guns — Pneumatic box staplers

Technology used in this occupation:

Enterprise application integration software — Electronic Data Interchange EDI systems, MSR Visual Exporter Enterprise Integrator

Enterprise resource planning ERP software — Exact MAX, Infor ERP Visual, SAP software

Label making software — Barcode labeling software, Endicia Internet Postage, Laser Substrates PostalXport

Materials requirements planning logistics and supply chain software — ADi SmartBOL, eLading Bill of Lading Software, Varsity ShipSoft Supply Chain Execution Suite, WindowBook Postal Package Partner Spreadsheet software — Microsoft Excel

KNOWLEDGE

Clerical — Knowledge of administrative/clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

SKILLS

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

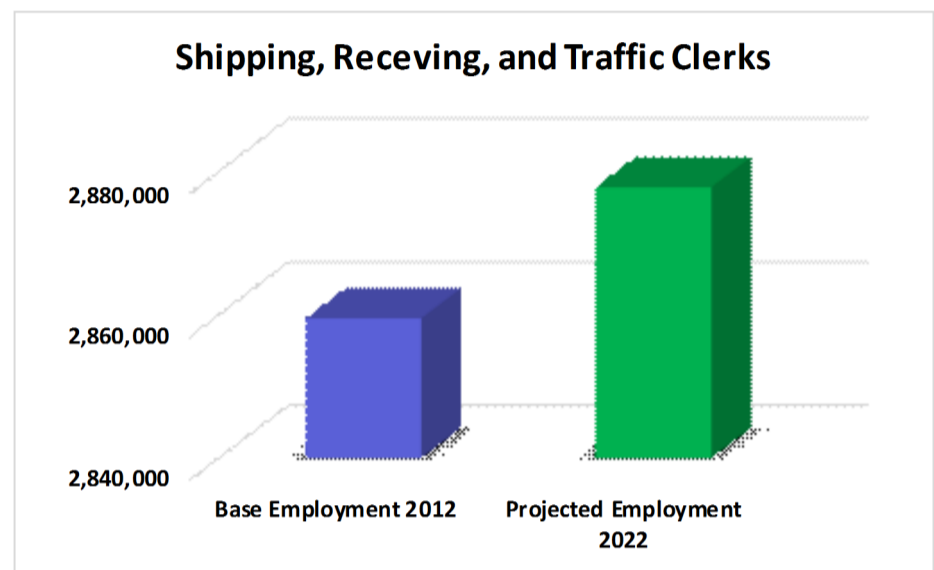
Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Coordination — Adjusting actions in relation to others' actions.

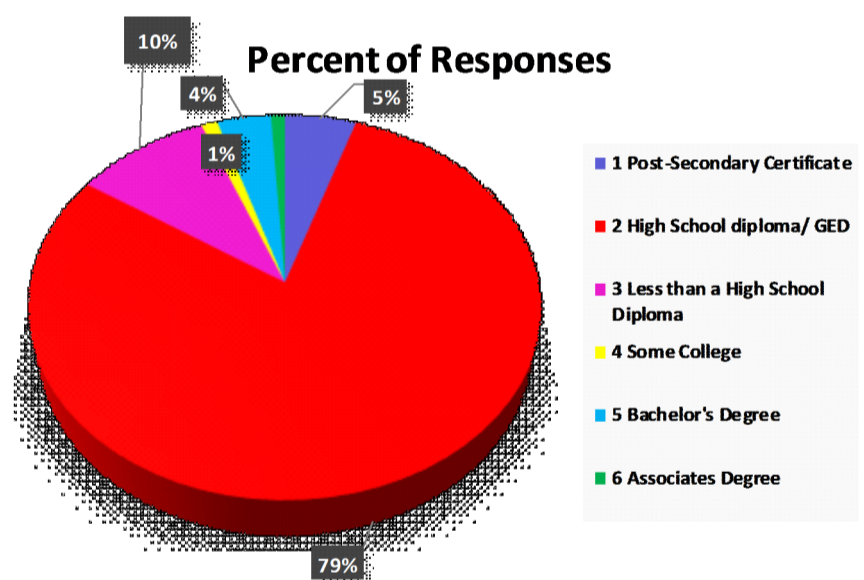
Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one

EMPLOYMENT PROJECTION



EDUCATION

The graph below shows the results of a national survey listing the most common required level of education for Shipping, Receiving, and Traffic Clerks.



EDUCATION FOR THIS JOB

- 2014 Catalogue of Colorado Advanced Manufacturing Program and Skill Resources
<http://www.coloradomanufacturingcareers.com/>
- Approved Colorado Community College Manufacturing Cluster education programs
<http://www.coloradocommunitycolleges.com/go/programs/skilled-trades-technical-sciences/>
<http://www.coloradocommunitycolleges.com/go/>
- Colorado Four Year Colleges and Universities
<http://higher.educolorado.gov/academics/colleges/public4year.asp>
- Locations to Get Manufacturing Certificates
<http://www.coloradomanufacturingcareers.com/>

