



Explore a Career as a

SHIPPING, RECEIVING, OR TRAFFIC CLERK

What do Shipping, Receiving, and Traffic Clerks do?

Shipping, receiving, and traffic clerks help keep the flow of merchandise moving. They pack and unpack merchandise and perform clerical tasks while maintaining records of incoming and outgoing merchandise. In some large firms the jobs of shipping clerk, receiving clerk, and traffic clerk are distinct and performed by different people. In many smaller firms, all three jobs are performed by the same person. Shipping clerks are in charge of all items that are shipped from the company. They check merchandise to be shipped against customer order to validate order, and package items for shipping. Receiving clerks receive and check the goods sent to their firm, and ensure merchandise has been filled correctly. Traffic clerks maintain shipping records. They track and record the destination, weight, and charges on incoming and outgoing freight. All clerks use hand tools and may also operate forklifts or similar vehicles.

Training & Educational Opportunities

Shipping, receiving, and traffic clerks usually only need a high school diploma or GED and on-the-job training is provided by the employer, but earning an associate degree or a certificate is helpful. Shipping, receiving, and traffic clerks should be familiar with computers and basic math. Courses in warehousing and logistics are available through related certificate and associate degree programs.

As a Shipping, Receiving, or Traffic Clerk you will:

- Examine shipment contents and compare with manifest, invoice, or order, to verify accuracy
- Pack, seal, label, or affix postage to prepare material for shipping
- Prepare document such as work order, bill of lading, or shipping order to route material
- Record and maintain shipment documentation and recordkeeping
- Use computer and navigate company software

Shipping, Receiving, and Traffic Clerks are in demand in Livingston County!

Livingston County employment of shipping, receiving, and traffic clerks is expected to increase through the year 2020.

Shipping, Receiving, or Traffic Clerk

Training Providers

Employees in these occupations usually need one or more years of training involving both on-the-job experience and informal training with experienced workers. Related certificate and associate degree programs are available at the following:

- Joliet Junior College
- Kankakee Community College

Career scholarships may be available.



Types of Employers

There are many different types of employers of shipping, receiving, and traffic clerks, including:

- Company shipping and receiving departments
- Merchandise wholesalers
- Retail distributors
- Wholesale suppliers

Wages & Openings

Shipping, Receiving, and Traffic Clerk Employment Data for Livingston County

Average Starting Hourly Wage	\$10.98
Average Hourly Wage With Experience	\$24.82
Average Annual Job Openings Livingston County	11
Annual Job Openings Bloomington Peoria Region	109

Opportunities

After you complete your training as a shipping, receiving, or traffic clerk, you will have many opportunities for specialization and advancement. Some opportunities include:

- Inspector and Tester
- Machine Operator
- Purchasing Agent
- Shipping and Receiving Supervisor



Livingston Workforce Services
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