

# Careers in the Supply Chain

## **SHIPPER/RECEIVER**

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**National Occupational Classification Code – 1471**

### **Alternative Titles:**

- material handler
- warehouse worker
- freight receiver
- freight shipper
- import freight clerk
- receiver, shipper
- shipper-receiver
- shipping agent
- shipping and receiving clerk



## **Industry Description**

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Shippers and receivers are employed in the public sector and by retail and wholesale establishments, manufacturing companies, and other commercial and industrial establishments.

## **General Job Description**

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Shippers and receivers ship, receive and record the movement of parts, supplies, materials, equipment and stock to and from an establishment.

## **Job Functions**

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Shippers and receivers perform some or all of the following 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 in computer system, 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, handtruck or other equipment to load, unload, transport and store goods.
- Read production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered or distributed.
- Convey materials and items from receiving or production areas to storage or to other designated areas by hand, handtruck, or electric handtruck.
- Sort and place materials or items on racks or shelves, or in bins, according to predetermined sequence, such as size, type, style, colour or product code.
- Sort and store perishable goods in refrigerated rooms.
- Fill requisitions, work orders or requests for materials, tools or other stock items, and distribute items to production workers or assembly line.
- Assemble customer orders from stock and place order on pallets or shelves, or convey orders to

- packing station or shipping department.
- Mark materials with identifying information (label).
- Record amounts of materials or items received or distributed.
- Weigh or count items for distribution within plant to ensure conformance to company standards.
- Arrange stock parts in specified sequence for assembly by other workers.
- Scan bar code of purchase order with freight identification to record information.
- Scan labels to identify the product.

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## Physical Demands Analysis

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- Frequently stand, walk, use hands, talk and hear.
- Maximum lifting/carrying required 5-70 lbs. (co-worker assistance)
- Maximum force pushing/pulling 5-75 lbs. (co-worker assistance)
- Frequent lifting - above/below shoulder work
- Frequent bending/stooping. Occasionally required to squat/kneel/rotate/twist/balance.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust or focus.

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## Position Expectations

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Essential Skills	
Reading Text	2
Document Use	3
Computation	2
Writing	1
Oral Communication	2
Thinking Skills	2
Working with Others	2
Computers	2
Continuous Learning	2

Scale: 0 = n/a, 1 = minimal, 2 = moderate, 3 = high

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## Salary Range

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Visit Working in Canada, at <http://workingincanada.gc.ca/welcome.do?lang=en>, to get current information about this position, including salary information.

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## Pre-employment Skills

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- Completion of high school and/or equivalent work experience
- Experience working in a warehouse
- Course work, training or workshops
- MHE/forklift license/experience
- Basic warehousing course

Find information about supply chain-related educational offerings across Canada in the CSCSC's education compendium, at <http://www.supplychaincanada.org/en/education-information>.

## Career Levels/Years of Experience

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Career Levels	Position	Average Experience	
		From	To
10	Site Manager	7 years	
9	Operations Manager	5 years +	
8	Cross Functional Training	4 years +	
7	Area/Department Manager	4 years +	
6	Manager Trainee	4 years	
5	Team Leader (Supervisor)	3 years	
4	Team Leader Trainee Roles	2 years	4 years
3	Cross Functional	1 year	3 years
2	Clerical	3 months	3 years +
1	Shipper/Receiver	3 months	1 year+

## References

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- NOC (National Occupational Classification Codes), Government of Canada – <http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>
- Essential Skills – <http://www.hrsdc.gc.ca/eng/workplaceskills/LES/index.shtml>