

Careers in the Supply Chain

FREIGHT CONTROL CLERK

National Occupational Classification Code – 1471

Alternative Titles:

- freight receiver
- freight shipper
- import freight clerk
- receiver, shipper
- shipper-receiver
- receiving agent
- shipping and receiving clerk



Industry Description

Freight Control Clerks receive and record the movement of parts, supplies, materials, equipment and stock to and from an establishment.

General Job Description

Freight Control Clerks maintain daily logs and status updates. They monitor daily production reports to ensure that priority appointments are expedited.

Job Functions

- Schedule specific appointments into Receiving department.
- Ensure the flow of trailers is maintained to allow for maximum productivity on the docks.
- Finalize all packets before being sent to Traffic Department.
- Ensure all paperwork from the dock is consistent and accurate.
- Maintain daily logs and status updates.
- Monitor daily production reports to ensure that priority appointments are expedited.
- Work closely with the Merchandise Coordinator and Traffic Department to ensure needs are being met.
- Work closely with shunting group to ensure turnover is maximized.
- Work closely with carriers and drivers to ensure procedures are being followed.
- Ensure freight bills are signed off and completed accurately.

Physical Demands Analysis

- Frequently stand, walk, use hands, talk and hear.
- 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.
- Good-to-excellent physical condition.

- Manual dexterity.
- Ability to get along well with others.
- Good communication skills.

Position Expectations

Essential Skills	
Reading Text	1
Document Use	1
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

Salary Range

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

Pre-employment Skills

- Completion of high school and/or equivalent work experience.
- Experience working in a warehouse.
- Course work, training or workshops.
- Excellent and thorough understanding of Receiving procedures a must.
- Proven problem-solving skills.
- Excellent organization skills and customer service skills a must.

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

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

References

- 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>