



Shipping, Receiving, and Traffic Clerks

**NEXT
STEPS**
IDAHO

What Is It?

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 transportation of products. Excludes Stock Clerks and Order Fillers (43-5081) and Weighers, Measurers, Checkers, and Samplers, Recordkeeping (43-5111).

What Do They Typically Do?

- Getting Information
- Communicating with Supervisors, Peers, or Subordinates
- Documenting/Recording Information

Annual Income:

- Entry Level: \$27,340
- Typical: \$33,420
- Experienced: \$39,790

Major Employers:

Manufacturing, Wholesale Trade, Retail Trade

What do I do next?

Learn about the job culture:

- Schedule at least one informational interview
- Conduct a job shadow, if possible
- Research available volunteer or intern opportunities

Prepare for training:

- Visit and call trade schools or colleges that offer a related program
- Research regional job openings at: idahoworks.gov

Explore all pathways to certification:

labor.idaho.gov/jobscape

Talk to your school counselor or advisor for more information

Get started today!

Ask about the career & technical programs at your school or nearby technical college.

Check out Idaho Digital Learning Academy for online opportunities: idahodigitallearning.org

For tips, tools, and resources to learn how your skills and interests can translate to a rewarding career, visit the Next Steps Idaho website.

www.NextSteps.Idaho.gov



Data provided by O*NET National Resource Center, onetcenter.org and Idaho Department of Labor

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