

## ↑ CAREER LAUNCHER

### Shipping Clerk



“Every time you order something from a catalog, a shipping clerk addresses and ships your package. I make sure you get exactly what you ordered within a reasonable amount of time.”



- **Education needed:** High school diploma
- **Salary range:** \$18,000 – \$43,000 annually
- **Related jobs:** Expediter, order filler, stock clerk, warehouse manager

## **Shipping Clerk**

### ➤ **What I do every day**

Manufacturers, mail-order companies, and other businesses need a shipping clerk to keep track of all outgoing shipments and to make sure orders are filled correctly. I check orders for accuracy and record when the order is filled. I then prepare a shipping invoice and mailing label, which I attach to the shipment. Once an order is ready to go, I move it to the shipping dock and see that it's loaded for shipment. Occasionally, I fill orders myself. I take merchandise from the stockroom, record what is removed from the inventory, and pack the items in a shipping container.

## Shipping Clerk

### ➤ The best part of my job

Keeping customers satisfied depends on filling orders properly and shipping merchandise promptly. My company ships hundreds of orders every day and needs me to see that shipments run smoothly.

### ➤ The worst part of my job

I spend a lot of time in an unheated warehouse or on the loading platform, where I'm exposed to all kinds of weather. All the bending, stretching, carrying, and lifting makes my muscles sore.

## Shipping Clerk

### ➤ What I need to know and be able to do

Shipping clerks need to know how to count and mark stock and create shipping invoices and mailing labels. They must be able to pack merchandise properly to prevent breakage. They should be familiar with computers because they often use computers to monitor shipments and track inventory.

### ➤ How I prepared to be a shipping clerk

The company I work for hired me as soon as I graduated from high school. In school, I took word processing, bookkeeping, and other business courses. I learned shipping procedures on the job and was first shown how to do simple tasks such as checking orders and attaching mailing labels. I was supervised closely the first month I worked.

## Shipping Clerk

### ➤ How I could have prepared better

I should have taken some courses to learn how to set priorities and how to manage my time. I frequently do several things at once and it's hard to keep track of everything.

### ► Skill Check 1

A sudden, unexpected demand for electric motors caused United Motors to deplete its stock. During this time the company produced and shipped an average of 1,876 motors every day for 28 days. What is the approximate number of motors shipped during this period?

Answer: \_\_\_\_\_

### ► Skill Check 2

You handle most of the telephone orders at CIT Office Supplies. Clark and Associates called in an order for three types of cartridges. Calculate the total for each item and the total for the entire order including a 5% shipping fee.

Ship to:

Clark and Associates  
218 E. Freemont Street  
Anaheim, CA 90877

Quantity	Description	Price Per Item	Item Total
4	Ink dry cartridges #605300	\$ 7.99	_____
2	Multi-color cartridges #605212	9.95	_____
3	Metallic ink cartridges #767727	10.45	_____
		Subtotal	_____
		Shipping 5%	_____
		Total for order	_____

### ► Skill Check 1

Your company, McClernan Enterprises, sells office supplies by catalog. Shipping charges for all catalog orders are determined by the dollar amount of the order. Use the table below to determine the shipping charges and the total price for each of these 10 orders.

Order Amount	Shipping Charge
Up to \$15.00	5.35
\$15.01 - 30.00	6.35
\$30.01 - 50.00	6.95
\$50.01 - 80.00	7.55
\$80.01 - 100.00	7.95
\$101.01 - 200.00	8.25
Orders over \$200.00	3.75

Order No.	Amount	Shipping Charge	Total Price
9872	\$ 7.18		
8532	45.00		
1246	73.40		
2376	198.00		
6754	27.25		
6592	505.34		
2387	97.50		
3387	19.00		
5432	201.00		
7344	30.02		



### ► Skill Check 2

To prepare an accurate financial statement, businesses must maintain an actual count or physical inventory of all products. From the table below, prepare a spreadsheet and use the SUM function to calculate the total quantity on hand of each item at both stores and the warehouse.

If you do not have access to a spreadsheet program, complete your calculations in the space given for this problem.

Item	Quantity at Phoenix	Quantity at Denver	Quantity at Warehouse	Total Quantity
Cordless phone No. 284067	9	7	12	
Fax machine No. 188923	8	2	7	
Fax modem No. 346700	4	6	5	
PC 3.0 GHz No. 322115	4	3	2	
Personal copier No. 224402	1	5	3	
Quiet printer No. 273052	2	1	0	