

Warehouse Shipping & Receiving



What They Do

This specialist verifies and maintains records on incoming and outgoing shipments. 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.

Job Duties

- Inspect shipments to ensure correct order fulfillment.
- Store items.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Order materials, supplies, or equipment.
- Package objects for shipping.
- Record shipping information.
- Respond to customer problems or complaints.
- Analyze shipping information to make routing decisions.
- Calculate shipping costs.

Job Earnings

In New York, the lower 10% of employees in this industry make \$25,650 per year, the median wage is \$36,800, and the upper 10% make \$55,240 per year.

Education/Training

This occupation requires:

- Some previous work-related skill, knowledge, or experience may be needed.
- These occupations usually require a high school diploma.
- Employees in these occupations need anywhere from a few months to one year of working with experienced employees

Job Outlook

With little to no new job creation in this field, there are predicted to be 3,300 job openings annually in New York State through 2026 because of attrition and retirement.

Career Title - Career Pathway

Ways to start preparing for you future career TODAY!

1

Middle/High School Classes to Take:

- Computer classes
- Math

2

Clubs/Extracurricular Activities:

- Explorers Clubs

3

Local BOCES/Career & Technical Education Programs:

- Genesee Valley BOCES, [Computer Information Systems](#)
- Monroe2BOCES, [Computer Technology](#)
- Orleans Niagara BOCES, [Computer Technology](#)

4

Volunteer Opportunities:

- Volunteer Western NY
- Volunteer Match
- Great Non-profits
- GV Pennysaver Volunteer Opportunities

5

Local Colleges/Training:

- On the job training with your employer
- Genesee Community College, Business Logistics Management
- RIT, Supply Chain Management
- SUNY Buffalo, Operations and Supply Chain Management Concentration