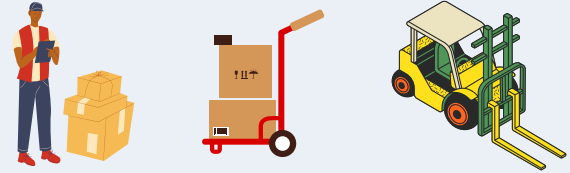


## Shippers and Receivers



Shippers and Receivers are the frontline of supply chains in retail, wholesale, manufacturing, and other business settings. They ensure that day-to-day operations continue smoothly by shipping, receiving, and recording the movement of parts, supplies, materials, stock, and equipment to, from and within organizations. Shippers and Receivers rely on computer technology, as well as machinery such as forklifts to assist them with their tasks in the fast-paced environment of logistical work. FOCAL projects more than 710 jobs created over the next decade within the automotive sector for this occupation.

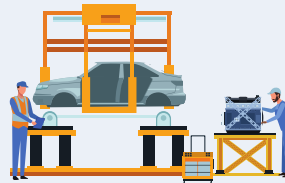
## Where do Shippers and Receivers work?



Warehousing and Storage



Equipment, Material and Supplies Dealers and Wholesalers



Vehicle Assembly and Body Parts Manufacturing



Food Merchant Wholesalers

## What do Shippers and Receivers do?

Shippers and Receivers carry out administrative tasks with an element of labour, often assisted by equipment. Goods must often be packed or unpacked, processed and shipped by hand, or with the assistance of machinery and tools. Similarly, procuring documentation, tracking and recording the status and movement of goods requires proficiencies in computer operation.

- Determine method of shipment and arrange shipping
- Prepare bills of lading, customs forms, invoices and other shipping documents
- May operate forklift, hand truck or other equipment to load, unload, transport and store goods
- Unpack, code and route goods to appropriate storage areas
- Assemble containers and crates, record contents manually or by computer
- Pack goods to be shipped and affix identifying information and shipping instructions

## Career pathways & potential earnings of Shippers and Receivers

Shippers and Receivers can progress to other roles with the adequate experience and skills:



Shippers and Receivers can also apply their skills and expertise in other occupations such as the following:

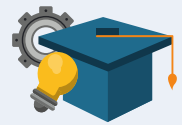
- Mail, postal and related workers
- Purchasing and inventory control workers
- Records management technicians

## How do I become a Shippers and Receiver?

There are several requirements to work as a Shipper and Receiver in Canada. Some requirements may vary by province or company. Below are the most commonly required qualifications to work as a Shipper and Receiver:

- **Minimum Education:** Completion of secondary school is usually required.
- **Certification and Licensing:** Some positions may require a drivers license and forklift license.
- **Training and other requirements:** Experience in a clerical occupation or as a warehouse workers may be required.

### Education & Training



## What are the most important skills to have as a Shippers and Receiver

Supply chains are at their most effective when inputs and outputs of the manufacturing process are flowing at appropriate timings, making it is incredibly important for Shippers and Receivers to know how to employ the tools at their disposal and manage tasks to make effective use of their time.

### Technical Knowledge and Skills

- Production and Processing
- Administration
- Office Suite Software
- Label Making Software
- Logistics and Supply Chain Software

### Soft Skills

- Time Management
- Perceptual Speed
- Information Ordering
- Manual Dexterity

## Future of Shippers and Receivers jobs in Canada

Shippers and Receivers are key labour and administration workers in Canada's industries, especially within manufacturing and the public sector. In 2021, more than 110,000 Shippers and Receivers were employed across Canada. FOCAL projects more than 710 job openings between 2021 and 2030 within the broader automotive sector. FOCAL also forecasts that during the same period, more than 600 workers will be needed to fill recruitment gaps created by labour shortages within the industry.

### Jobs and Recruitment



Learn more about the job market for Shippers and Receivers, as well as about many other developments and new technologies in Canada's automotive manufacturing by visiting our website [futureautolabourforce.ca](http://futureautolabourforce.ca).

You can also check our social media by following these links:



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