



**Want a good-paying job  
that's in big demand?**

The Transportation sector provides  
excellent long-term career opportunities.



Get an Education, Get a Job

## **Get a BETTER Education, Get a BETTER Job**

### **Warehouse Shipping & Receiving Clerk**

#### **4 to 6 Week Certificate Program**

Shipping and receiving clerks work in a variety of industries. They are primarily concerned with the receipt and shipment of products and supplies, as well as maintaining inventories. As a clerk, you would work in a fast-paced, physical environment that uses computer-based systems and hand-held interfaces to manage products. Clerks are expected to work quickly but with an attention to detail while filling orders and managing inventories. Most of the time, they may work independently but it is important to know how to work cooperatively with team members and representatives from other companies. In this short training program, participants will reinforce their workplace abilities while they learn new job skills such as: staging, loading and unloading areas with appropriate equipment, materials and space; preparing packages, documents and delivering outgoing materials; communicating with suppliers, receivers, drivers and staff to ensure smooth shipment of goods; receiving, inspecting, inventory, documents and customer shipments; and overseeing data systems for storage and tracking of goods and shipments.

#### **ARE YOU READY TO GET STARTED?**

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## Education is Your Path to a Promising Career

Shipping and receiving positions can be found in most any business environment and may be known by a number of other entry-level job titles. The average pay for a Shipping and Receiving Clerk is \$13.01 per hour. For the first five to ten years in this position, wages increase somewhat but additional experience has little effect on pay. By demonstrating solid workplace skills, on-the-job know how, and a willingness to learn new clerking skills an employee can advance quickly. Additional upskilling in material handling, inventory management, production, and packaging are associated with advancement and often higher rates of pay for clerk positions. Individuals who prepare for this position may consider it a stepping stone to additional career opportunities. Clerks often will work non-traditional hours making this is an excellent job to have while completing a college certificate or degree.

Los Angeles Harbor College Career Pathways combine academic and technical skills training, with workplace readiness in high-growth industry sectors that offer promising employment opportunities and competitive salaries. Your training will expose you to required on-the-job skills, while giving you the support you'll need to accomplish your long-term educational goals. Successful participants in this program also have access to career preparation and job placement assistance. Other support services are recommended as needed.

**For more information about the career and training opportunities in the Transportation, Distribution, and Warehousing Industry Sector; schedule an appointment with one of our experienced career pathway counselors at (310) 233-4042 or via email at [careerpathways@lahc.edu](mailto:careerpathways@lahc.edu).**

*This entry-level workplace readiness project was partially funding by the California Careers Pathways Trust (CCPT) grant through the LA Regional Career Pathways Consortium. Los Angeles Harbor College and the Los Angeles Community College District are equal opportunity employers / programs and auxiliary aids and services are available upon request to individuals with disabilities.*



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