

# Transport and Despatch Clerk

Transport and despatch clerks verify and maintain records of incoming and outgoing goods, prepare goods for despatch, arrange clearance and collection of imported cargo from customs and bond stores, and arrange shipment of cargo for export.

## Job title examples



- Despatching and Receiving Clerk
- Despatch and Inventory Clerk
- Freight Forwarding
- Import-Export Clerk

## Other jobs in this field of work

## What transport and despatch clerks do



- identify items and containers of incoming and outgoing shipments and verify them against consignment records
- ensure outgoing shipments are in good condition and meet specifications
- arrange internal distribution of goods received
- organise the despatch of goods with completed documentation
- maintain prescribed records of goods received and despatched
- examine shipping documents and verify cargo to be released
- record customs clearance requirements and authorise collection of cargo
- calculate storage and clearance charges and bill customers
- receive details of outgoing cargo, and arrange bookings of freight space and collection of goods from customers
- provide information to customers on custom tariffs, tariff classifications and concessions, and methods of clearing goods

## Main employing industries



- Transport, postal and warehousing

## Qualifications



The following government subsidised qualifications are available in NSW:

**Certificate III in International Freight Forwarding (Operator)** available as a traineeship or qualification

**Certificate III in Logistics** available as a traineeship or qualification

**Certificate IV in International Freight Forwarding (Senior Operator)** available as a traineeship or qualification

**Certificate IV in International Trade** available as a qualification

**Certificate IV in Logistics** available as a traineeship or qualification

**Diploma of International Business** available as a qualification

**Course fees:** You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

## Job prospects



- There are around 15,754 transport and despatch clerks working in NSW.
- Over the next four years, employment in this occupation is expected to grow in NSW.

### Average weekly full time earnings (before tax):

- Transport and despatch clerks: \$1,100
- All occupations: \$1,200

## Related jobs



- Purchasing and supply logistics clerk
- Supply and distribution manager

To find out more about other jobs, visit the [Job Guides Homepage](#).

### Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, joboutlook.gov.au, based on ABS Characteristics of Employment Survey, August 2014