



LTL Shipping

SUMMARY

Join our family friendly team and thrive in our pleasant work environment! Cokato-based TyloHelo Inc., DBA Saunatec, a fast-growing global leader in the sauna and steam bath industry, has an opportunity for an *LTL (Less than Load) Shipping* position.

ESSENTIAL JOB FUNCTIONS

- Prepare orders by processing BOL; pulling materials; wrapping skids; placing orders in delivery area pickup.
- Coordinate with all departments to fulfill specific and ongoing shipping needs.
- Maintain excellent service by following organization standards of quality, and national standards of shipping best-practice.
- Ensure a safe and clean work environment by keeping workstation clean; maintaining clean shipping area; complying with procedures, rules, and regulations.
- Document any necessary updates to process and aid in inventory management.
- Work in other areas as appropriate to maintain knowledge and relationships necessary for efficient and effective operation.
- Organize and catalogue large batches of similar items.
- Pack and ship items securely and effectively to minimize breakage.
- Build and wrap pallets for secure shipment with freight carriers.
- Aid in the preparation large orders and special projects.
- Fill all customer orders with accuracy and timeliness. Pack sold items properly and ship in a timely basis per policy.
- Ensure that incoming and outgoing inventory and shipments are as secure and well-organized as possible.

SKILLS AND KNOWLEDGE

- Ability to maintain a positive and professional attitude always in a dynamic work environment.
- Reliability and punctuality.
- Commitment to continuous learning and training opportunities that support job responsibilities.
- Work well as part of a team and independently.
- Self-motivated, organized and detail oriented
- Excel at planning workflow and prioritizing tasks.
- Time management with competing priorities.
- Experience in, or ability to learn inventory control methods.
- Excellent written and verbal communication skills.



- Ability to learn and use spreadsheet and database tools.
- Ability to continuously stand and walk.
- Lift up to 50 pounds frequently.
- Remain flexible about duties and expectations as TyloHelo Inc. grows and changes.
- Forklift operation.

DESIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Previous warehouse experience, such as knowledge in packaging and shipping standards.
- Ability to build relations with shipping companies to improve shipping methods.

JOB TYPE

- Full-time

PAY

- \$18.00 - \$20.00 per hour

BENEFITS

- 401(k) matching
- Dental insurance
- Long-term Disability insurance
- Employee product discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Tuition reimbursement

SCHEDULE

- Monday to Friday

WORK LOCATION

- One location
- Work remotely? No.



COMMUNICATION METHODS USED

- Email
- Phone
- Chat
- In-person

TO APPLY

- Apply via email: hradmin@tyloheloinc.com
- Apply via telephone: 320-286-5584 or 1-888-780-4427
- Apply in person as follows:

TyloHelo Inc.
575 East Cokato Street
Cokato, MN 55321
Attn: Human Resources

FIND US ONLINE

- Website: www.finnleo.com
- Facebook: <https://www.facebook.com/Finnleo>
- Instagram: <https://www.instagram.com/finnleosauna/>