



Position: CE Technology Coordinator

Department: FSO Technology Services

Reports To: Product Manager – Construction Software

Supervises: None

Job Group: Admin

Exempt or Non-Exempt: Non-Exempt

Job Description:

The CE Technology Coordinator supports Construction Technology operations by coordinating project intake, maintaining project documentation, facilitating communication between customers and internal teams, and assisting with contract, invoicing, and administrative processes. This role helps ensure projects are organized, accurate, and ready for successful execution while delivering an exceptional customer experience.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Coordinate project intake activities and maintain accurate project records.
- Collect, organize, and manage customer, project, and contract documentation.
- Create and maintain project files and electronic records within designated business systems.
- Communicate with customers and internal teams to obtain required information and provide project status updates.
- Monitor project progress and follow up on outstanding information, approvals, or documentation.
- Assist with contract administration, invoicing, and project reporting activities.
- Maintain accurate customer and project data to support efficient operations and customer service.
- Archive completed project records in accordance with established procedures.
- Identify opportunities to improve administrative processes and the overall customer experience.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, to develop and advance knowledge base and skill set.

- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Strong organizational and time management skills with the ability to manage multiple priorities.
- Proficiency with Microsoft Office applications, Microsoft Teams, SharePoint, and other business systems.
- Ability to communicate professionally with customers and internal team members.
- Strong problem-solving and critical thinking skills.
- Ability to work effectively in a fast-paced environment and adapt to changing priorities.
- Experience with project coordination, customer service, invoicing, or administrative support preferred.
- Ability to maintain confidential and sensitive information in a professional manner.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting			X	
Walking			X	
Standing		X		
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right ___ Left ___			X	
Is repetitive use of hand required?			X	
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation		X		
Pushing/Pulling		X		
Reaching (above shoulder level)		X		

Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.			X	
26-50 lbs.		X		
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.			X	
26-50 lbs.		X		
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment		X		