



Job Title: Logistics Dispatcher
Department: Central Trucking (All Regions)
Reports To: Regional Logistics Manager
Supervises: N/A
Job Group: Admin
Exempt or Non-Exempt: Exempt

Job Description:

This individual provides daily coordination and administrative execution for trucking operations within RDO Equipment Co. The primary goal is to help ensure timely delivery of products, accurate documentation/billing support, efficient scheduling, and strong communication across regions—so the Regional Trucking Manager – Logistics can focus on strategy, vendor optimization, compliance oversight, and continuous improvement.

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 and track transportation requests from company locations.
- Schedule and prioritize hauls to ensure efficient use of trucking resources and timely delivery.
- Communicate with vendors regarding load assignments, changes, and status updates.
- Escalate scheduling conflicts, service issues, or delays to management as needed.
- Maintaining required transportation documentation to support compliance with applicable regulations.
- Manage permit needs and required documentation for loads assigned.
- Maintain organized records of shipments, communications, and compliance-related documentation.
- Maintain records necessary for accurate and timely billing of all hauls.
- Verify load details, charges, and supporting documentation prior to billing submission.
- Partner with regional teams to resolve missing or incorrect information to ensure timely invoicing.
- Work with carriers and vendors to ensure smooth execution of inbound and outbound shipments.
- Own and manage the damage claims process.
- Maintaining accurate carrier information, contacts, and routing details.
- Communicate service issues or concerns to the Regional Trucking Manager for resolution.

- Serve as a support contact for internal stakeholders regarding transportation requests and updates.
- Identify recurring issues and provide feedback to improve processes and customer satisfaction.
- Support efforts to improve efficiency, reduce delays, and enhance communication across teams.
- 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:

- Previous dispatch or logistics coordination experience preferred.
- Familiarity with transportation of large equipment (agricultural or industrial) preferred.
- Basic knowledge of Department of Transportation regulations preferred.
- Strong organizational skills and attention to detail.
- Excellent communication and customer service skills.
- Self-starter with the ability to manage multiple priorities.
- Ability to work a flexible schedule, including overtime or on-call as needed.
- Proficient in computer systems and technology tools.
- 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___				
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			