



Job Title: Office Administrator
Department: Administration
Reports To: General/Store Manager
Supervises: None
Job Group: Administrative Support Workers
Exempt or Non-Exempt: Non Exempt

Job Description:

This individual will provide administrative support for all aspects of the store. They will coordinate activities and cooperate with all departments to ensure the overall efficiency of the store operations.

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:

- Clerical duties, including but not limited to reporting, faxing, filing, data entry, scanning, etc.
- Provide general accounts payable, accounts receivable, sales and/or service support to the store.
- Provide support to store management.
- Practice confidentiality inside and outside of the store.
- Ensure general housekeeping of facility is maintained.
- Service external and internal customers in a friendly and efficient manner, while communicating professionally.
- Answer and direct incoming telephone calls to appropriate team members.
- 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 so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort 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:

- Ability to communicate clearly and professionally, both verbally and in writing, and bring a strong phone presence along with experience managing multi-line telephone systems.
- Proven exceptional organizational and time management skills, with the ability to prioritize tasks, manage competing deadlines, and maintain accuracy in a fast-paced environment.
- Demonstrated a high level of attention to detail, ensuring consistency and accuracy when handling administrative tasks, data, and documentation.
- Skilled at multitasking and adapt easily to changing priorities, effectively managing multiple responsibilities at once while remaining flexible and responsive.
- Valid work authorization and be able to work in the U.S. without company sponsorship

EOE/M/F/Disabled/Veteran

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		