



Position: Regional Sales Coordinator
Department: Sales
Reports To: General Manager/Regional Sales Manager
Supervises: NA
Job Group: Administrative Support Workers
Exempt or Non-Exempt : Exempt

Job Description:

This individual will develop and maintain strong partnerships with the sales team to drive the efficient, accurate, and seamless execution of the end-to-end sales process.

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:

- Support all aspects of the sales process from quote creation through deal completion using our Customer Relationship Management (CRM) system.
- Provide deal support including uploading and managing documentation, reviewing and updating deal details, finalizing and winning deals in the system, and submitting completed deals to Accounting.
- Use Company provided systems/tools to accurately document, track, and record sales activities in a timely manner.
- Assist the sales team in locating, sourcing, and securing equipment and attachments.
- Coordinate ordering of retail-sold equipment and attachments with RDO Equipment inventory teams; track deliveries and obtain quotes from manufacturing partners for stock orders.
- Monitor sales reports distribute relevant information to stakeholders as needed.
- Monitor and reconcile assigned general ledger accounts.
- Support monthly physical inventory processes, including conducting counts (as applicable) and resolving exceptions and variances.
- Review finance documentation for accuracy and completeness prior to customer presentation.
- Partner with the Equipment Coordinator and/or Yard Coordinator to support yard operations and equipment movement.
- Maintain current knowledge of manufacturer, vendor programs, and financing options.
- Initiate the purchase of extended warranties for sold equipment in coordination with inventory teams.
- Ensure all tasks are completed in compliance with company policies and audit guidelines.

- 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:

- Advanced computer proficiency and ability to learn new systems efficiently.
- Demonstrated commitment to delivering high-quality customer service.
- Strong verbal and written communication skills with attention to detail.
- Strong attention to detail with the ability to ensure accuracy in all work.
- 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		