



Position: Sales Coordinator (Emerging Markets)
Department: Sales
Reports To: Regional Sales Coordinator
Supervises: N/A
Job Group: Hourly
Exempt or Non-Exempt: Non-Exempt

Job Description:

This position is responsible for maintaining inventory accuracy, coordinating equipment movements, and ensuring accurate documentation of inventory, costs, and transactions within company systems. The role manages equipment inventory throughout the facility, yard, and warehouse, including receiving, transfers, shipments, and customer deliveries. This individual partners with Sales, Service, and Field Support teams to support equipment readiness, loaner and demo equipment management, invoicing, and logistics, while ensuring an efficient process and exceptional customer experience.

Specific Duties Include:

- Coordinate and manage the movement of all equipment entering and leaving the store, ensuring accurate tracking and documentation.
- Assemble whole goods equipment and coordinate transfers to the service department.
- Conduct monthly inventory scans and reconciliations to maintain accurate inventory records.
- Verify equipment is complete and ready for shipment prior to customer delivery or transfer.
- Coordinate equipment shipments, process traffic transactions, and communicate shipment status to customers and internal departments.
- Monitor the full lifecycle of equipment movements, including receiving, storage, transfers, deliveries, and returns.
- Perform thorough inspections of equipment prior to transfer to the service department.
- Move, link, unlink, and maintain accurate records of all equipment inventory.
- Assist in preparing equipment for rental, demonstration, or sale.
- Manage loaner, rental, and demo equipment inventory, including sourcing, shipping, tracking, and return coordination.
- Partner closely with the service department to ensure equipment readiness and timely customer support.
- Serve as a point of contact for field technicians regarding missing, incomplete, or delayed equipment and parts.
- Support equipment sourcing, transfers, and logistics activities as needed, including serving as backup for Sales Coordinator responsibilities.
- Coordinate palletizing, freight preparation, and trucking pickups and deliveries.
- Foster a positive and engaged work environment through accountability, teamwork, open communication, and a commitment to customer service.

- 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 the community 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		