



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

- Assist with all aspects of the sales process.
 - Review all Ag/CP sale deals for preapproval
 - Review for Playbook expectations including margin, like trades, and equipment availability prior to quoting
 - Review for accruals in deal to include correct machine cost and expected freight/prep costs
 - Review of an anticipated price increase on TBO or on-order equipment
 - Review incentives in deal for accuracy or if missing available incentives
 - Use discretion to determine if deal needs management review before approval
 - Review all Ag/CP sale deals for win
 - Review for signed PO uploaded
 - Send over ordering PO for TBO equipment
 - Mark on-order equipment retail sold
 - Review all Ag/CP demo/loaner/RP deals for preapproval, win, and submit FBI for approval once returned/converted
 - Review uploaded insurance and schedules
 - Track deals through PowerBi to assure they are archived timely
- Use Company provided systems/tools to assist or complete in the documentation, tracking, recording, follow up, and capture all related sales activity in a timely and accurate manner.
 - Track all Ag/CP sales deals within PowerBi for final approval once delivered
 - Review for all correct required documents before sending them to Accounting
 - Review for open work orders/parts tickets, and confirm expectations on costs charged
 - Clear accruals for costs charged in CDK since deal was won

- Review of final cost applications and final margin confirmation
 - Confirm final cash price
 - Follow Ag Final Approval Policy to maintain expected turnaround timeline between date of delivery and date sent to accounting to invoice
- Maintain database of regional deals, tracking ordered and settled equipment by customer, to ensure discount parameters are met, per the program rules
 - Mark trades in inventory per holding requirements as needed
- Utilize strong communication skills to provide accurate support to the sales and management teams.
 - Upon request, review specific deals to determine if all available incentives are being used, determine if all incentives are stackable, including unpublished
 - Partnering with others to teams to create relationships helping to improve internal processes
 - Partnering with RSM/GM as month end nears to verify deals needing to be invoiced for the month
 - Continuously work to improve processes and simplify workflow for Ag Team and the field
 - Working with IT/Development to improve Ag Deal process flow and audit requirements
 - Understanding and providing support on RDO Programs
- Stay up to date on current manufacturing partners and/or vendor programs and financing.
 - Track budgets from mfg and reconcile spending on deals
 - Communicate remaining funds to management
 - Understand and communicate requirements and admin notes on JD incentives
 - Send out mfg price increases to the field and track history of price increases, NAD and interim
 - Understanding and communication price increases nuances
 - Communicate to the field reminders of settlement requirements ahead of incentive expiration dates
- 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:

- Excellent computer skills
- Excellent customer service skills
- Strong oral and written communication skills
- Candidates must have 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		