



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

Job Description:

This individual will be responsible to develop relationships with the sales team to help facilitate the efficient and accurate completion of the sales process.

RDO Equipment Co. approaches its goals and responsibilities in terms of its five principal stakeholders: Employees, Customers, Manufacturer Partners, Owners and Communities. These principal stakeholders have shaped the core values of the organization and provide a basis for our management decisions.

Employees: We are dedicated to being an organization that continually strives to be a great place to work.

Customers: We are dedicated to being a total solutions provider with the highest commitment to customer service.

Manufacturer Partners: We are dedicated to being a respected distributor for our manufacturer partners.

Owners: We are dedicated to building a strong and sustainable business for the future.

Communities: We are dedicated to being an exceptional corporate business citizen.

Specific Duties Include:

- Assist all aspects of the sales process.
- Provide support to the sales team on deals including uploading paperwork to the deal, reviewing, updating, final approving and winning the deal in the system.
- Use Company provided systems/tools (i.e.S2) to assist or complete the documentation, tracking, recording, follow up, and capture all related sales activity in a timely and accurate manner.
- Assist the sales team in locating and securing equipment and attachments.
- Order inventory, track deliveries and get quotes from manufacturing partners for stock orders.
- Monitor reports in S2 and disseminate information as needed.
- Monitor and clear general ledger accounts.
- Conduct monthly inventory.
- Review finance documents before being presented to the customer.
- Partner with the Equipment Coordinator and/or Yard Coordinator on all aspects of the yard and trafficking process.
- Stay up to date on current manufacturing partners and/or vendor programs and financing.
- Responsible for purchasing all extended warranties for sold equipment.

- Perform all tasks within company 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:

- 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		