



Position:	Sales Trainee
Department:	Sales
Reports To:	Sales Department Manager/General Manager
Supervises:	None
Job Group:	Sales Workers
Exempt or Non-Exempt:	Non-Exempt

Job Description:

The Sales Trainee position is a developmental role designed to prepare individuals for a future Account Manager career within RDO Equipment Co. This position provides structured exposure to dealership operations, including sales, parts, technology, and service functions, to build a comprehensive understanding of how each area supports the customer experience and drives business success. Through hands-on learning, mentorship, and training alongside experienced sales staff, the trainee will develop essential product knowledge, industry insight, and core sales competencies such as relationship-building, needs assessment, and solution-based selling. As skills and experience grow, the individual will take on increasing responsibility in customer interactions and sales support activities, with the ultimate purpose of transitioning into an Account Manager role equipped to effectively serve customers and contribute to business growth.

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:

- Rotate through key dealership functions (sales, parts, technology, and service) to gain a well-rounded understanding of day-to-day operations, cross-functional collaboration, and the critical role each department plays in delivering customer value.
- Develop foundational sales capabilities by learning relationship-building, customer engagement, needs assessment, product knowledge, inventory management, and internal systems, processes, and procedures.
- Support sales and dealership activities while progressively taking on greater responsibility in customer interactions and sales-related tasks.
- Demonstrate commitment to RDO Equipment Co.'s Customer Engagement Experience by actively learning and applying its principles in all interactions.
- Maintain professionalism and represent the company positively with customers, peers, and the community.
- Proactively participate in company-sponsored training and development opportunities to build knowledge, skills, and readiness for advancement.

- Engage in team communication efforts, including meetings and huddles, contributing to a collaborative and informed work environment.
- Adhere to all company policies, procedures, and safety standards while performing assigned duties.
- Perform additional responsibilities as needed to support dealership operations and ensure a high level of customer satisfaction.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Must be a self-starter capable of working independently and taking initiative to complete assigned responsibilities.
- Must possess strong communication and interpersonal skills to effectively interact with internal and external stakeholders.
- Must be proficient in Microsoft Office Suite and demonstrate the ability to utilize computer applications necessary for job performance.
- 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	