



JOB DESCRIPTION

Business Development & Logistics Operations Intern

Company: Smart Expedite Inc. **Location:** Glen Ellyn, IL (Innovation DuPage / Hybrid)

Reports To: Kourosh Eshman, Founder & CEO

Commitment: 15 Hours / Week

Program: Innovation DuPage InternPlus

About Smart Expedite Inc.

Smart Expedite Inc. is a tech-enabled logistics provider specializing in time-critical freight for the manufacturing sector. We support Just-in-Time (JIT) and emergency shipments that help prevent production line disruptions for Automotive, Aerospace, and Medical manufacturers.

We connect enterprise shippers directly to a pre-vetted network of professional, FMCSA-compliant owner-operators. Our focus is reliability, transparency, and operational precision for shipments where timing truly matters.

The Role

We are seeking a Business Development Support Intern to assist with identifying and reaching new manufacturing clients in the Midwest. This role focuses on market research, data organization, and sales support activities that help grow a B2B logistics business.

You will work directly with the Founder on real business initiatives, including researching potential customers, organizing contact data, and preparing outreach materials. This position is ideal for a student who wants hands-on exposure to B2B sales, manufacturing supply chains, and time-critical transportation.

Key Responsibilities

1. Market Research & Data Support

- Assist with organizing historical shipment data to identify common freight routes between Chicago and key manufacturing hubs
- Research manufacturers in the Greater Chicago area (DuPage and Cook Counties) that rely on expedited or time-critical transportation

2. Sales Support & Lead Generation

- Identify Logistics Managers, Shipping Managers, and Supply Chain contacts using LinkedIn and company websites
- Maintain accurate CRM data to support sales outreach and follow-up
- Assist with drafting professional introductory emails and outreach materials

3. Business Content Support

- Help summarize research findings into short internal briefs used for sales planning
- Assist in preparing simple success summaries of completed shipments
- Support updates to the company's professional LinkedIn presence by sharing relevant manufacturing and supply chain content



What You Will Gain

- Practical experience supporting B2B sales and market research
- Exposure to real-world manufacturing logistics and FMCSA-regulated transportation
- Direct mentorship from a founder with hands-on industry experience
- Transferable skills in professional communication, research, and business development

Qualifications

Eligibility:

Must be a current student eligible for the Innovation DuPage InternPlus Program

Preferred Fields of Study:

Business, Supply Chain, Marketing, or a related discipline

Skills:

- Clear, professional written communication
- Basic Excel or Google Sheets skills
- Comfortable using LinkedIn for professional research

Traits:

- Organized, reliable, and eager to learn
- Comfortable asking questions and working with real business data
- Attention to detail and professionalism

Application Instructions

Please submit your resume through the Innovation DuPage website.
Selected candidates will be contacted for next steps.