



Position Title: Business Development Representative

Department: Sales & Marketing	FLSA Status: Exempt
Reports To: VP of Sales and Marketing	Last Revised: 6/2026

Position Summary:

Business Development Representative works closely with the Vice President of Sales & Marketing to support the continued growth of Ex-Cell Kaiser's market presence. Because we sell through third-party sales representatives, this position plays an important role in expanding our reach by strengthening existing customer relationships, developing new partnerships, supporting and overseeing external sales representatives, and identifying new private-label and custom product opportunities.

Duties and Areas of Responsibilities:

- Actively pursuing new distributor/dealer relationships who can effectively fit the Ex-Cell business model.
- Development of new and existing external Sales representative relationships to ensure ongoing business and market coverage.
- Working alongside VP of Marketing and Sales in the following areas:
 - Volume and custom opportunities, including annual forecasting.
 - Development of sales strategies for targeted market segment or territorial region.
 - Creating Distributor sales and marketing tools.
 - Participation at Trade Shows, customer meetings and special events, assisting in the development and delivery of strategic presentations that help to maintain our positive image, brand recognition, and reputation as an organization who delivers.
 - Assist with product training sessions for customer' sales resources or external sales representatives.
 - Provide backup coverage for our customer service team with customer inquiry and follow up.
 - Utilizing developed relationships, market intelligence and experience, help to identify key areas of focus for new product introductions.
- Key ability to organize and professionally follow-up on all referrals, leads, and existing prospects to effectively manage and close sales opportunities.



- Perform any other duties as assigned to further support the success of your department and Ex-Cell overall.

Position Qualification Requirements:

Education/Skills:

- Bachelor's degree or equivalent experience
- Self-motivated, organized, with a strong attention to detail.
- Effective interpersonal skills.
- Strong communication and listening skills, demonstrating a high level of professionalism when speaking on the phone.
- Ability to travel approximately 10-20% of the year, including occasional weekends for industry trade shows and events.
- A valid driver's license is required for occasional business driving, including travel to meetings in Illinois and Wisconsin. Must meet rental vehicle eligibility requirements when a rental vehicle is necessary for business travel.

Experience:

(Required)

- Min 1-3 years Sales experience.
- Working both in person and/or answering customer calls.
- Demonstrated success offering product and service solutions to meet customers' needs.
- Proficiency in Microsoft O365 and Teams.

(Preferred)

- Exposure or understanding of ERP and CRM applications.
- Knowledge of a product manufacturing environment.
- English and bilingual with Spanish, helpful.

Physical Demands:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands and fingers. The employee is regularly required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Working Conditions:

- The conditions of a typical office environment apply. The noise level in the work environment is usually quiet.
- Regularly walks through a production facility where the noise level is moderate.



Performance Factors:

- Maintain a strong, ongoing knowledge and understanding of company, products, sales department procedures, as well as competitors and customers.
- Possesses an energetic, professional and knowledgeable demeanor with the tenacity to handle rejection.
- Attendance and Dependability: the employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate and thorough manner and is conscientious about assignments.
- Communication and Contact: The employee communicates effectively both orally and in writing with superiors, colleagues, and individuals inside and outside the company.
- Relationships with Others: The employee works effectively and relates well with others including superiors, colleagues, and individuals with inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

This job description in no way states or implies that these are the only outcomes to be achieved by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable local, state, and federal laws.

Certain skills and responsibilities described here may be subject to possible modification in accordance with applicable local, state, and federal laws. Ex-Cell Kaiser is an equal employment opportunity employer, minorities, disabled, females, veterans.

Original Version 1/8/2025

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____