

THE INFINITEE WORLD

Powering Your Business with Our Naturals & Synthetics and Business Advisory Services

ABOUT US

THE INFINITEE WORLD is comprised of two companies. INFINITEE INDIA, with headquarters in Navi Mumbai, and INFINITEE USA, with headquarters in New Jersey. ISO 9001:2015, Vegan, Organic, and RSPO-certified, the INFINITEE Group is in the business of providing specialty natural & synthetic ingredients primarily for the Personal Care industry for North & South American markets as well as Europe & Asia. We are expanding & hiring

**ARE YOU INTERESTED IN TECHNICAL INGREDIENTS SALES?
IF YES, THIS POSITION IS FOR YOU**

COSMETIC INGREDIENTS INSIDE SALES ASSOCIATE

LOCATION: INDIA, WORK FROM HOME

WORKING HOURS: MON-FRI, 6 PM-3AM

JOB PROFILE

We are seeking a motivated Inside Sales Associate to support our personal care and specialty ingredients business through a blend of inside sales, technical documentation, sample management, and supplier sourcing.

- Generate leads, promote products, secure sales orders, and achieve sales targets
- Manage customer relationships and coordinate timely deliveries with supply chain teams
- Handle customer inquiries, complaints, and technical/commercial queries promptly
- Prepare quotations, follow up on leads, and maintain CRM/database records
- Coordinate with vendors, principals, warehouses, and internal teams for smooth operations
- Manage inside sales, quotations, order processing, and customer follow-ups
- Build and maintain strong customer relationships through proactive communication and account support
- Support customer accounts through technical/commercial coordination and issue resolution
- Support sourcing, pricing, contracts, and product/vendor evaluations
- Coordinate and send out TDS, COA, SDS, regulatory documents, and product dossiers
- Conduct market research on products, competitors, pricing, and industry trends
- Support product launches, new product development, and business growth initiatives
- Analyze sales performance and prepare weekly/monthly MIS reports and presentations
- Ensure timely collections, monitor receivables, and support profitability goals

A comfort with digital tools and CRM systems, a basic understanding of technical products or markets, and a willingness to grow and learn are a must. Successful candidates will receive structured training, global exposure, and a clear path to documentation management or business development. Candidates should be able to take on additional duties and special projects as business needs evolve

REQUIRED QUALIFICATIONS

- Degree or diploma in **Pharmacy, Pharma Sales, Cosmetology, Chemistry, Business**
- **100% Fluency over written & spoken English is a MUST. Proficiency in computers & Excel required**
- **Three years of experience is required.**
- **Preference for candidates willing to commit to a 3-year contract**
- **Interested? Email cover letter and resume to info@infiniteeworld.com**



EMAIL

INFO@INFINITEEWORLD.COM



401 Gangotri,
Plot 11, Sector14,
Koparkhairne,
Navi Mumbai- 400709



+91 82401 50568



WWW.INFINITEEUSA.COM