

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 A SUPPLY CHAIN PORTFOLIO?

IF YES, THIS POSITION IS FOR YOU

POSITION: SPECIALTY CHEMICALS OPERATIONS ASSOCIATE

LOCATION: INDIA, VIRTUAL

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

JOB PROFILE

- Prepare quotations, invoices, POs, samples, and documentation with high accuracy
- Manage customer inquiries, follow-ups, complaints, and ensure excellent service
- Coordinate with suppliers, principals, warehouses, and internal teams for timely order execution and dispatches
- Support sourcing, vendor coordination, pricing comparisons, and negotiations
- Maintain and process product, quality, and regulatory documentation (SDS, TDS, CoA, etc.)
- Monitor inventory, sample processing, and on-time customer deliveries
- Track sales opportunities, customer feedback, approvals, and collections
- Conduct market research on products, suppliers, pricing, and competitors
- Support new product development, product launches, and business growth initiatives
- Prepare MIS reports, analyze sales/performance data, and support profitability goals
- Ensure compliance with company processes, quality systems, and operational efficiency
- Maintain accurate CRM records and professional customer communication

REQUIRED QUALIFICATIONS

- Bachelor's / Master's in Commerce (B.Com/M.com) with English Medium Background (must).
- An MBA in Finance or Supply Chain Management is welcome.
- MS Office knowledge is a must (Word, Excel, PowerPoint). Experience with Tally is required
- Should be fluent in both written and spoken English.
- Two to three years of relevant experience is required for Representative's position.
- Preference given to candidates willing to commit to a 3-year contract.

- **Interested? Email cover letter and resume to info@infiniteeworld.com**



INFO@INFINITEEWORLD.COM



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