

# THE INFINITEE GROUP

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

## ABOUT US

Part of the INFINITEE global group, INFINITEE INDIA is an ISO 9001:2015 certified company. We are based in Navi Mumbai and we specialize in providing natural and synthetic specialty products for the Personal care industry across all geographies, particularly India and the USA.

We are now expanding and hiring!!!

## POSITION (2): TECHNICAL DOCUMENTATION: OFFICER & EXECUTIVE (QUALITY ASSURANCE): REMOTE

### JOB DESCRIPTION

- To create -Technical Data Sheets, Certificates of Analysis, Safety Data Sheets & regulatory documents- from supplier documents globally for all INFINITEE's products
- To generate error-free documentation for sales and operations, first time, every time, and communicate in a timely manner with each & every customer who requests the documents globally
- To interact with Principals and Suppliers to get answers for technical queries for all our products, and communicate to customers and internal team
- To continuously update and maintain knowledge management system with product dossiers, including regulatory and operational documents, to support sales and operations teams globally
- To create an extremely positive image of INFINITEE worldwide through error-free documents that include brochures, product sheets, technical documents, product presentations, and quality manuals
- **For Executives: To QC all technical documents so they are 100% compliant, and be responsible for quality records, activity registers & CRM databases used for internal & external audits globally**
- **To assist Directors for new certifications & recertifications and generate analytics for discussion**

### REQUIRED QUALIFICATIONS

- B.Sc. in Chemistry, Cosmetics, or pharma preferred. B.A. in English will be considered.
- Proficient in formatting & proofreading Word docs and knowledgeable about Google Drive
- Track record of working responsibly & independently with 100% accuracy required
- Command over the English language & grammar with strong verbal communication skills required
- Knowledge of Chemistry required. Applicants from the Personal care industry are given preference
- **For the executive position that involves document quality control, preference will be given to postgraduates with knowledge of ISO systems and with 2-3 years of technical writing experience**
- **Freshers may be considered as trainees who grow into higher position after three-year contract.**

Interested? Email cover letter, resume and resume listing one reference to  
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