

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

TECHNICAL & QUALITY ASSURANCE EXPERT – PERSONAL CARE(GLOBAL),
LOCATION: INDIA (REMOTE) WORKING HOURS: 11-8

JOB DESCRIPTION

- Act as the senior technical and quality authority for personal care products GLOBALLY
- Serve as the primary client-facing contact for technical, quality, & compliance discussions
- Lead & support customer, supplier, & internal audits in compliance with ISO, FDA & EU
- Review, approve, & validate all technical and quality documentation, including Technical Data Sheets (TDS), Safety Data Sheets (SDS), Certificates of Analysis (CoA), & product dossiers
- Ensure first-time-right, 100% accurate documentation for customers, regulatory submissions, and audits globally
- Interact with principals, suppliers, and manufacturers to resolve technical queries and quality issues, and communicate findings clearly to clients and internal teams
- Oversee CAPA implementation, quality risk assessments, and audit readiness activities
- Maintain and continuously improve quality management systems, SOPs, quality records, audit logs on CRM, and Knowledge management systems for internal & external audits
- Support directors and leadership in certifications, recertifications, and regulatory inspections
- Mentor and guide junior technical and quality team members
- Contribute to building a strong global quality and technical reputation for the organization through professionalism, accuracy, and knowledge

REQUIRED QUALIFICATIONS

Bachelor's or Master's degree in Chemistry, Cosmetic Science, Pharmacy, Chemical Engineering, etc.

- Extensive experience in personal care, cosmetics, or specialty ingredients industry
- Strong knowledge of ISO, FDA cosmetic regulations, Organic, RSPO, and EU Cosmetic Regulation
- Proven experience handling customer audits, supplier audits, and regulatory inspections
- Demonstrated ability to review and approve technical and quality documentation with 100% accuracy
- Excellent written and verbal communication skills for client-facing technical discussions
- Strong understanding of raw materials, formulations, quality systems, and regulatory documentation
- Ability to work independently, manage multiple stakeholders, and support global operations
- Prior experience in mentoring, quality leadership, or senior technical roles preferred

Interested? Email cover letter, and resume listing one reference to
info@infiniteeworld.com



INFO@INFINITEEWORLD.COM
Phone: +91 82401 50568



401 Gangotri, Plot 11, Sector 14
Koparkhairne, Navi Mumbai 400709



WWW.INFINITEEUSA.COM