

# THE INFINITEE GROUP

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

## ABOUT US

**THE INFINITEE GROUP** 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 COMMERCIAL PORTFOLIO?

#### IF YES, THIS POSITION IS FOR YOU

**POSITION: COMMERCIAL & OPERATIONS ASSISTANT/REPRESENTATIVE**

**LOCATION: INDIA, VIRTUAL**

**WORKING HOURS: MON-FRI, 5 PM-2 AM**

## JOB PROFILE

- Detail-Oriented Commercial Assistant/Coordinator supports INFINITEE's sales and operations with accurate order processing, pricing/costing support, and compliance documentation.
- Coordinates with suppliers, customers, logistics partners, and finance to ensure on-time deliveries, clean invoices, and 100% data accuracy.
- Maintains product/price databases, prepares quotes and proformas, tracks samples and conversions, and produces timely MIS reports that inform pricing, margin, and inventory decisions. Builds strong cross-functional relationships while upholding SOPs and statutory compliance.
- Not limited to the responsibilities listed here; able to take on additional duties and special projects as business needs evolve.

## 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).
- Should be fluent in both written and spoken English.
- Two to three years of experience is required for Representative's position. Freshers will be considered as interns who grow into higher positions after a three-year contract.

**Interested? Email cover letter and resume to [info@infiniteeindia.com](mailto:info@infiniteeindia.com)**



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