

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 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@infiniteeworld.com



INFO@INFINITEEWORLD.COM



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