

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 specializes in providing specialty natural & synthetic ingredients primarily for the Personal Care industry, serving North & South American markets, as well as Europe & Asia. We are expanding & hiring.

Do you have three years of experience in Domestic personal care sales?

Are you interested in now moving to a global career in personal care

From the comfort of your home? If yes, this position is for you

POSITIONS: INSIDE SALES & SUPPLY CHAIN INTERN (GLOBAL) /INSIDE SALES & SUPPLY CHAIN REPRESENTATIVE (GLOBAL)

Location: India, Virtual

Working Hours: Mon-Fri, 7 pm- 4 am

JOB DESCRIPTION

- To do inside sales with global customers from the comfort of your home
- To reach out to customers primarily in the Americas and Europe for technical sales campaigns and outreaches
- To respond to technical queries of customers, address concerns, and provide excellent customer service
- To engage with prospects via email & online platforms to answer questions, & conduct online demonstrations
- To interact with and ensure suppliers and customers are satisfied with quick servicing of requests
- To handle dispatch & logistics that include coordinating with warehouse and transporters
- To understand & generate purchase orders, sales orders, proforma invoices & all commercial documents
- To facilitate sample documentation preparation and execution and assist in sample management activities
- To reach out to suppliers to source raw materials for customers
- To interact with and ensure suppliers and customers are satisfied with the quick servicing of requests
- To identify, qualify, and convert international leads into new business opportunities.
- To conduct product presentations, virtual demos, and sales calls with global clients.
- To negotiate contracts, pricing, and close deals, and meet or exceed quarterly and annual sales targets.
- To build and maintain long-term relationships with key international accounts.
- To collaborate with marketing and business development teams to optimize outreach.
- To maintain accurate pipeline reports and CRM data.
- To understand & generate purchase orders, sales orders, proforma invoices & all commercial documents
- To facilitate sample documentation preparation and assist in sample management activities
- To take an active part in quality control and quality assurance activities as related to sales
- To create sales and operations monthly MIS reports /presentations, and analytic reports
- To assist with the development and implementation of sales strategies and gather customer feedback
- To ensure timeliness & accuracy in sending sales materials and technical documents

REQUIRED QUALIFICATIONS

- BSc in Chemistry/Pharmacy/Cosmetology. **Three years of personal care /pharma sales experience required for Sales Rep**
 - Freshers considered who grow into sales rep position after 3-year contract. Mastery over English & Excel is a must.

Interested? Email cover letter and resume to Priyabrata.Sengupta@infiniteeindia.com



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