

Job Description

Business Development Executive /Coordinator

About Us

Wonder Products Group is India's leading contract manufacturing and private-label solutions provider with expertise in Personal Care, Hair Care, Derma Cosmetics, Pharmaceuticals, Soaps, Detergents, Aerosols, and Veterinary Products. We offer end-to-end services—from R&D formulation and innovative packaging to global logistics and distribution—helping brands bring their vision to life with quality and speed.

Why Join Us

At **Wonder Products**, you'll be part of a fast-growing, innovation-driven organization where you can learn across multiple domains, work with industry experts, and contribute to sustainable and impactful solutions. We provide a collaborative environment, strong career growth opportunities, and exposure to global markets.

Roles & Responsibilities:

- New Clients Acquisition/searching
- Follow-up with clients for new orders / samples submitted etc.
- Preparation of BOM & Sharing of Costing for new products.
- Coordination with Sales team for new projects from existing or proposed clients.
- Logistics and Supply chain for RM/PM related to Samples required by clients
- Coordination with Clients for New Projects / Products related to Personnel Care
- Coordination with R&D / Factory for submission of samples to clients
- MIS / Review related to monthly targets or goals.

Required Skills:

- Business Development & Client Management
- Good Communication & Interpersonal Skills
- Professional E-Mail Writing
- Quick Learner
- Backend Coordination & Project Management
- Supply Chain Understanding
- Reporting & MIS

Position: Business Development Executive /Coordinator

Qualification: Any Graduate

Working Days: Monday to Saturday (First Saturday Off)

Location: Office No. 1404–1405, 14th Floor, Plot No. D-9 Gopal Heights, Netaji Subhash Place

Wonder Products Group of Companies Pvt. Ltd.

Office No. 1404–1405, 14th Floor, Plot No. D-9 Gopal Heights, Netaji Subhash Place

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