

CIS International Holdings (N.A) Corp. is a Los Angeles, California, U.S.A based Company consists of a group, employing over 400+ people & currently serving B2B & B2C customers in North America.

Established in 1991, it now has a global supply chain spanning Sri Lanka, Thailand, China, Fiji & Australia etc. The Company has ambitious plans to grow in North America & other Global markets, within the broader Global Pet Industry that has proven to be recession & pandemic proof.

On the B2C front LiveAquaria is the premier brand and the market leader for Live Aquatics & supplies. Visit www.liveaquaria.com.

On the B2B side CIS Int'l is a major supplier to the top North American Pet Supply chains with a total of approx. 3300 stores.



**WE ARE
HIRING**

CIS Int'l Holdings (N.A) Corp's current lines of business span across Culturing Corals, Livestock Breeding, wholesale importing & distribution of Coral & Live Tropical Fish, Aquatic Wood, Aquatic Plants, Live Rock & many ornamental fish accessories.

At CIS Int'l & its subsidiaries - we work to be the **"Employer of choice"** for all IT & Knowledge professionals. Our experts are our pride and are continuously empowered to take risks & play a pivotal role in making the Company a success.

TeKnowledge Shared Services Ltd in Sri Lanka is our offshore Knowledge, Technology & R&D center for the design, delivery and support of our flagship software platforms used for offering the Digital customer engagement, eCommerce, Digital Marketing, ERP, Supply chain & Warehouse management, Networking, Mechatronics, Automation & advanced analytics to **drive our B2B & B2C businesses**.

We invest time, money and effort in helping **you** to build your confidence, decision making ability, ambition & career path. We do this by keeping you updated, challenging you to think outside the box, feed you with the latest trends in technology & help you upgrade your skills where needed.

Admin and Data Entry Assistant

We are on the lookout for an Admin and Data Entry Assistant that performs at a world-class level, displays impeccable attention to detail, and consistently delivers with excellence.

WHAT YOU WILL BE ACCOUNTABLE FOR:

- ❖ Daily entering and set up of new Divers Den items for the Live Aquaria website.
- ❖ Daily entry and update of new Tank Label spreadsheet database.
- ❖ Maintains office services by organizing office operations and procedures.
- ❖ Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- ❖ Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- ❖ Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- ❖ Any task that will be required and deemed necessary.

EXPERIENCE, SKILLS & KNOWLEDGE:

- ❖ Good communication skills in English is a must.
- ❖ Flexibility to work 24/7 in US operational hours.
- ❖ Knowledge of the IT market will be advantageous.
- ❖ Proactive attitude and good follow up skills.
- ❖ Detail-oriented and high level of accuracy.
- ❖ Be flexible & demonstrate sound work ethics.



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Fusion of Knowledge & Technology

IDEAL CANDIDATES ARE WELCOME TO APPLY
IMMEDIATELY: careers@eteknowledge.com