

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.

Management Trainee / Intern – System Admin

We are on the lookout for a Management Trainee / Intern that performs at a world-class level, displays impeccable attention to detail, and consistently delivers with excellence. This position will be responsible for attending and monitoring all functional operations in LAQ operation / Workflow / project review / company policy follow up and improving administrative systems, policies, and procedures.

WHAT YOU WILL BE ACCOUNTABLE FOR:

- ❖ Update & Monitor Daily Workflows related to all departments in Shared Services.
- ❖ Initiate, Facilitate, Review & Update OPRs.
- ❖ Monitor, Review & Update Report Calendar.
- ❖ Plan, Inform, Manage & Measure Meeting Calendar.
- ❖ Initiate Continuous Improvement & Measurement of process & procedures.
- ❖ Document all SDF department and member wise.

REQUIRED EXPERIENCE, SKILLS AND KNOWLEDGE:

- ❖ Fresh Graduate or final year undergraduates following a Degree in Business Administration.
- ❖ Exceptional leadership, time, task & resource management skills.
- ❖ Ability to communicate effectively and promptly.
- ❖ Should be a team player and a technology-oriented person who is willing to work with the deadlines.
- ❖ Excellent analytical and decision-making skills.
- ❖ Flexible to work 24/7 in US time zone.



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SHARED SERVICES**
Fusion of Knowledge & Technology

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