

ASSISTANT OFFICER – CUSTOMER SERVICE (SHIFT DUTY – CALL CENTRE)

REQUIREMENTS

- IGCSE/GCE O'Level 03 passes (Grade C and above) OR
- Successful completion of IGCSE/GCE O' Level with at least 2-3 years of work experience in call centre or customer service support
- Computer skills with knowledge of MS Office Applications
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Able to work independently and adhere to tight reporting deadline
- Pleasant personality

RESPONSIBILITIES

- Provide high level of customer services to customers obtaining service from Allied Insurance Call Centre by providing quick and accurate response to customer's queries and requests
- Provide products and service information
- Manage customer accounts and resolve customer complaints
- Promptly attend to inquiries made by customers at the Customer Service
- Provide support and information to other departments

REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Insurance Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV, and copies of relevant certificates to:

Allied Insurance Company of the Maldives Pvt. Ltd.
Allied Building, 3rd Floor, Chaandhane Magu,
Male', 20156,
Maldives

1600
332 5035
jobs@allied.mv
www.allied.mv

- Application form is available at our website
- Applications with:
 - inaccurate information,
 - incomplete application form
 - missing other required documents such as CV, letterswill be disqualified

Please apply on or before 26 October 2022 — 15:30 hrs.

Only shortlisted candidates will be called for interview and for more information call us at 1600
(All prospective employees must pass a background check)