

Join the **Leading Insurer** of the Maldives.

ASSISTANT OFFICER – CUSTOMER SERVICE (Stationed in HDh. Kulhudhuffushi)

REQUIREMENTS

- GCE O'Level 05 passes or GCE A'Level 02 passes (Grade C and above)
- Previous work experience will be an added advantage
- 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
- Pleasant personality

RESPONSIBILITIES

- Provide high level of services to customers obtaining service from the counter
- Provide prompt and accurate response to customer queries and requests
- Provide products and services information
- Assist customers in completing proposal forms
- Prepare all relevant insurance policy documents as per company procedures and guidelines
- 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, letters will be disqualified

Please apply on or before **19 June 2023 — 15:30 hrs.**

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



Professional Development



Trainee Development - Platinum