

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

ASSISTANT OFFICER – HEALTH CLAIMS

Vacancies: 03

Position Type: Temporary (Contract term of 6 (six) months)

REQUIREMENTS

- IGCSE O' Level 05 passes or Edexcel Int. 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
- Able to work independently and adhere to tight reporting deadlines
- Pleasant personality

RESPONSIBILITIES

- Attending to all client inquiry calls regarding insurance claim submission to final claims settlement
- Registration of submitted claims into system
- Data entry and process of claims
- Dispatching of claim documents after settlement or rejection

REMUNERATION

- Attractive salary based on qualification and experience

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 06 July 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)

