

# Join the Leading Insurer of the Maldives.

## ASSISTANT OFFICER – ADMINISTRATION

*Position Type: Permanent (Initial contract shall be for a period of one (1) year. The contract shall be renewed as permanent based on performance upon successful completion of one year.)*

### REQUIREMENTS

- IGCSE/GCE O' Level 03 passes (Grade C and above)
- Previous work experience in a related field will be an added advantage
- Computer skills with knowledge of MS Office Applications
- Excellent verbal and written communication skills in Dhivehi and English
- Able to work independently and adhere to tight reporting deadline
- Pleasant personality

### RESPONSIBILITIES

- Answering to the calls and manage the reception functions
- Receive customers and/or guests and direct them to the right person/department
- Receive external documents and circulate to the relevant departments
- Dispatch documents to external parties as per set procedure
- Assist in overall functions of Administration Department

### REMUNERATION & BENEFITS

- Attractive salary based on qualification and experience
- Annual Bonus
- Flexible Leave Arrangement
- Sales Incentive
- Health & Life Takaful 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 10 August 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)



Allied Insurance Company



Professional Development



Trainee Development - Platinum