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

ASSISTANT OFFICER – LIFE

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 05 passes or Edexcel Int./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
- Able to work independently and adhere to tight reporting deadline
- Pleasant personality

RESPONSIBILITIES

- Attend customer enquiries, schedule meetings with them to give information and quotation of Life Insurance policies as per their needs
- Prepare and formulate reinsurance cases and periodical reports
- Calculate premiums
- Prepare and issue proposals for Underwriting decisions by Manager
- 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, Chaandhanee 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 02 November 2023 — 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)

MALDIVES
Allied Insurance Company

APPROVED EMPLOYER — ACCA
Professional Development

APPROVED EMPLOYER — ACCA
Trainee Development - Platinum