

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

OFFICER – GENERAL CLAIMS

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

- Diploma in Business Administration or related field
- Minimum 1 year work experience
- 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

- Attending to all internal & external customers' requirements including that of Intermediaries inquiries regarding Claims related issues/queries.
- Attend and monitor claims works of General Claims
- Attend to customer queries in a timely manner and effectively addressing and resolving issues that are complicated after discussing with the Head of Department/ Head of Section
- Consult with Manager / Head of the Department regarding major issues relating to insurance claims
- Participate, assist and accomplish Department/Section's any other work if requested by immediate Supervisor and/or Head of Section and Senior Management

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 28 December 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)

