

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

OFFICER – GENERAL CLAIMS

Position Type: Permanent (Initial contract shall be for a period of 1 (one) 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 online by visiting our website; www.allied.mv/jobs

Please apply on or before 20 February 2024 — 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)



Allied Insurance Company



Professional Development



Trainee Development - Platinum