

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

ASSISTANT OFFICER – HEALTH 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

- 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

- Handle administrative functions of the department
- Attending to requests from service providers
- Build rapport with service providers
- Maintain data in a timely manner
- 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 & 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.jobs.allied.mv/job

Please apply on or before 31 July 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)

