

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

ASSISTANT OFFICER – ADMINISTRATION

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 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

- Perform all administrative tasks related to procurement of goods and services
- Process payments requests to vendors and other parties
- Facilitate all administrative tasks related to committee meetings
- Attend to reception area if and when necessary
- Attend to tasks related to banking if required
- 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 Insurance Plan
- Third Party Credit Schemes
- Staff Loan Scheme
- Learning & Development

Interested candidates, please apply online by visiting our website; <https://jobs.allied.mv/job>

Please apply on or before 16 September 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)

