

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

## ASSISTANT OFFICER – CUSTOMER SERVICE

***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
- Pleasant personality

### RESPONSIBILITIES

- Providing high level of customer services to customers obtaining service from Allied Insurance front office counters by providing prompt and accurate response to customer's queries and requests
- Provide products and services information
- Assist customers in completing proposal forms
- Prepare all relevant insurance policy documents as per company procedures and guidelines
- Providing 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 online by visiting our website; <https://jobs.allied.mv/job>

**Please apply on or before 6 October 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