

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

## **ASSISTANT OFFICER – HEALTH CLAIMS ADDU OFFICE**

***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**

- 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; <https://jobs.allied.mv/job>

**Please apply on or before 11 June 2026 — 15:00 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)



Professional Development



Trainee Development - Platinum