

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

ASSISTANT SALES EXECUTIVE

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 interpersonal skills and ability to work effectively in a team environment
- Able to work independently and adhere to tight reporting deadlines
- Pleasant personality

RESPONSIBILITIES

- Prospect and generate new business opportunities through networking, referrals, cold calling and sales visits.
- Build and maintain a strong pipeline of prospective clients to achieve monthly sales targets.
- Meet with clients to understand their insurance needs and recommend suitable insurance solutions.
- Prepare quotations, negotiate terms and successfully close sales in collaboration with the underwriting team.
- Develop long term relationships with clients while identifying opportunities for cross selling and up selling.
- Conduct regular follow ups on leads, quotations and prospects to maximize conversion rates.
- Represent the company at client meetings, exhibitions, roadshows and marketing events.
- Gather market intelligence and identify new business opportunities to support company growth.
- Coordinate with internal teams to ensure excellent customer service and timely policy issuance.
- Maintain accurate sales records and activity reports while ensuring compliance with company policies.

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 26 July 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)



Allied Insurance



Professional Development



Trainee Development - Platinum