

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

ASSISTANT MANAGER - CORPORATE AFFAIRS

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

- Bachelor's Degree in Management, Business Administration, Human Resources, or a related field
- Minimum 5-7 years of work experience in a related field
- Computer skills with knowledge of MS Office
- Excellent verbal and written communication skills in Dhivehi and English
- Excellent inter-personal skills and ability to work in a team environment
- Analytic thinking leadership and problem-solving skills
- A team player, able to work independently and adhere to tight reporting deadlines
- Pleasant personality

RESPONSIBILITIES

- Provide comprehensive administrative, secretarial, clerical, and coordination support to the Head of Department, Company Secretary, Managing Director, Board of Directors, and Management.
- Coordinate and support Executive, Management, Committee, Department, and Board meetings, including agendas, meeting materials, presentations, minutes, action tracking, and records management.
- Assist the Company Secretary with Board and corporate governance matters, including Board meetings, resolutions, regulatory submissions, shareholder matters, and related documentation.
- Coordinate with internal departments to obtain information, follow up on assigned tasks, monitor progress, and ensure timely completion of action items and submissions.
- Prepare and coordinate reports, submissions, memos, circulars, presentations, official correspondence, and other corporate documents.
- Ensure timely, accurate, and professional internal and external communication with relevant stakeholders.
- Provide guidance and supervision to assigned administrative staff supporting Corporate Affairs activities, documentation, filing, and follow-ups.
- Ensure compliance with Company policies, procedures, and required performance standards.
- Perform other duties and responsibilities as assigned by the immediate Supervisor and/or Head of 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 28 September 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)



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Professional Development



Trainee Development - Platinum