

## OFFICE ASSISTANT – ADMINISTRATION

### Requirements

- Minimum Grade 10 (Able to read & write in English and Dhivehi)
- Must have Driving License for motorcycle (priority will be given to those who hold Driving License for both car and motorcycle)
- Good inter-personal skills and ability to work in a team environment
- Pleasant personality

### Responsibilities

- Delivery, dispatch, and collection of documents to and from external parties
- Daily errands, including distribution of documents, stationery, and materials within departments/office(s)
- Attend and supervise maintenance work.
- Provide assistance to required administrative tasks

### Remuneration & Benefits

- An attractive salary package will be provided to the successful candidates, based on qualification and experience
- Health Insurance, performance related bonus and other benefits as per Company's policy

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*Interested and qualified candidates please apply in writing along with Job Application Form, Job Letter, ID card copy, CV and copies of relevant certificates to:*

Allied Insurance Company of the Maldives Pvt. Ltd.  
Allied Building, 3rd Floor, Chaandhanee Magu,  
Male', 20156,  
Maldives

☎ 1600  
☎ 332 5035  
✉ jobs@allied.mv  
🌐 www.allied.mv

- Application form available on our website  
- Applications with inaccurate information, which do not meet the above requirements, and which are incomplete will be disqualified.

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**Deadline 17 March 2022 | Before: 15:30 Hrs**

**Preference will be given for applicants who have completed 14 days after administering 2<sup>nd</sup> dose of Covid-19 vaccine  
Only shortlisted candidates will be called for interview and for more information call us at 1600**

*(All prospective employees must pass a background check)*

