

JOIN OUR TEAM

EVERY EMPLOYEE COUNTS

AI | IUL | 2022 | 15

ASSISTANT OFFICER – CUSTOMER SERVICE (SHIFT DUTY)

Requirements

- GCE O'Level 03 passes (Grade C and above)
- Previous work experience in customer service
- 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

Key Responsibilities

- Provide high level of customer services to customers obtaining service from Allied Insurance by providing quick and accurate response to customer's queries and requests
- Provide products and service information
- Manage customer accounts and resolve customer complaints
- Promptly attend to inquiries made by customers at the Customer Service
- Provide support and information to other departments

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

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.

Deadline 21 March 2022 | Before: 15:30 Hrs

**Preference will be given for applicants who have completed 14 days after administering 2nd 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)



Allied Insurance Company