

# JOIN OUR TEAM

EVERY EMPLOYEE COUNTS

AI | IUL | 2022 | 18

## 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

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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 04 April 2022 | Before: 12:30 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 )*



Allied Insurance Company