

## ASSISTANT OFFICER – SALES

### REQUIREMENTS

- GCE O'Level 05 passes or 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 inter-personal skills and ability to work in a team environment
- Pleasant personality

### RESPONSIBILITIES

- Sell insurance products by establishing contact with prospect clients
- Issue quotation for customer, conducting necessary surveys and negotiate with customer
- Generate prospects and leads and meet individual and as team sales targets
- Participate in sales trips, campaigns, exhibitions, roadshow, or fairs in promoting products of Allied Insurance and generating leads from the promotional activities
- Ensure appropriate and timely delivery of service for the customers

### 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 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 is available on our website.

Applications with inaccurate information, which do not meet the above requirements, and which are incomplete will be disqualified.

**Please apply on or before 26 May 2022 — 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)