

ASSISTANT OFFICER – CUSTOMER SERVICE (Stationed in HDh. Kulhudhuffushi)

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

- Handling insurance documentation works
- Collecting all cash and cash equivalent instruments and making receipts and deposits
- Providing Allied product and service information to customers and attending to all customer queries promptly
- Manage customer accounts and resolve customer complaints
- Preparing sales report and other statistical reports

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, Chaandhane 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 05 July 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)