

ASSISTANT OFFICER – CUSTOMER SERVICE (Shift Duty)

REQUIREMENTS

- GCE O'Level 05 passes or GCE A'Level 02 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

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

- 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 7 September 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)