

ASSISTANT OFFICER – HEALTH CLAIMS (Temporary) 3 nos. of vacancies

REQUIREMENTS

- GCE O'Level 05 passes (Grade C and above)
- Computer skills with knowledge of MS Office Applications
- Previous work experience in customer service
- Able to work independently and adhere to tight reporting deadline
- Excellent verbal and written communication skills in Dhivehi and English

RESPONSIBILITIES

- Registration of submitted claims into the system
- Accepting and acknowledging the claims
- Data entry and process of claims
- Update and maintain claim registers and documentation

REMUNERATION

- An attractive salary package will be provided to the successful candidates

CONTRACT DURATION: SIX (06) MONTHS

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 22 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)