Solarelle Insurance Pvt. Ltd.
1st Floor, H. Fathangumaage,
Sosun Magu,
Male', republic of Maldives

We're Hiring an Underwriting Support & Customer Care Associate

Position Name: Underwriting Support & Customer Care Associate	**Announced On:** November 2, 2026	**Special Requirements:** Only Maldivian Citizens
Location: Solarelle Head Office, Male', Maldives	**Application Deadline:** November 9, 2026	

We are looking for enthusiastic and customer-focused individuals to join our Underwriting Department as Underwriting Support & Customer Care Associates. This is an excellent entry-level opportunity for candidates who are interested in building a career in the insurance industry while gaining hands-on experience in underwriting support and client servicing.

The ideal candidate is a quick learner with good communication skills, basic computer knowledge, and a passion for delivering excellent customer service. You will work closely with clients, brokers, and internal teams to ensure smooth day-to-day operations within the underwriting function.

Responsibilities

- Provide friendly and professional support to clients, insurance brokers, and internal teams
- Handle customer inquiries and maintain strong relationships with stakeholders
- Assist in underwriting processes including new business and policy renewals
- Support preparation and review of insurance documentation in line with company guidelines
- Maintain accurate records and prepare reports related to insurance policies
- Ensure smooth daily operations by coordinating with internal departments
- Follow company service standards while handling customer interactions
- Assist with system updates and support implementation of operational and IT initiatives

Requirements

- Passed GCE A/L with at least 2 subjects, including English
- A certificate from a recognized insurance institution or relevant experience will be an added advantage
- Proficiency in both Dhivehi and English (written and spoken) is essential
- Basic understanding of the insurance industry and business operations will be an added advantage
- Strong teamwork skills with the ability to support departmental goals and tasks
- Ability to multitask and meet deadlines in a fast-paced environment
- Good time management and organizational skills

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- Proficiency in Microsoft Office applications and ability to work with IT systems in daily operations

Please note: An attractive and competitive remuneration package, inclusive of Staff Medical Insurance benefits, will be offered based on qualifications and experience.

Please note: Only shortlisted candidates will be contacted for interviews.

To Apply

Please send your complete CV, copy of National ID card, police report, educational certificates (attested), and reference letters on or before 9th November 2026 17:00 hrs.

HR & Administration Department
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