NOW HIRING

We are hiring.

Assistant Officer – Underwriting (2 positions)

Seguro Insurance Services is looking for two Assistant Officers to join our Underwriting team. This is an entry-level role for someone who wants to build a career in insurance. You will get hands-on experience in underwriting support and customer service.

KEY RESPONSIBILITIES

- Assist with quotations, proposals, and policy documents.
- Check client details and supporting documents.
- Coordinate applications, renewals, and policy changes.
- Update records and follow up on pending documents.
- Handle enquiries and support underwriting administration.

REQUIREMENTS

- Minimum GCE O'Level qualification.
- Insurance certification or relevant experience will be an advantage.
- Proficiency in written and spoken Dhivehi and English.
- Proficiency in Microsoft Office and ability to work with IT systems.
- Strong teamwork, communication, and customer service skills.
- Good organisation, time management, and multitasking skills.

REMUNERATION

An attractive and competitive package, including staff medical insurance, based on qualifications and experience.

ELIGIBILITY

Maldivian citizens only.

Send **CV, National ID card copy, certificates and employment letters**
To **admin@seguroinsurance.net**
By **22 November 2026**

SEGURO
INSURANCE SERVICES

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