



**GALYEAN**  
INSURANCE AGENCY



## JOB POSTING NOTICE

**Position:** Mortgage Processor/Closer

**Location:** Sulphur Springs

**Hours:** Monday – Friday 8 AM – 5 PM

**Start Date:** ASAP

### Requirements:

- Personify the Alliance Bank's mission statement of *The best in all we do*
- Two (2) years in banking or job related field of study or a combination of education and experience providing equivalent knowledge
- High School diploma (or equivalency).
- Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
- Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- Ability to present a professional demeanor at all times.
- Ability to communicate, solve problems, work in a group and promote cooperation within the group.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees, customers, third party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Ability to read, write, and speak the English language; bilingual in Spanish a plus.
- Schedules are prepared based on business need and subject to change at any time. This may include the need for evenings, weekends, or holiday coverage.
- Ability to operate basic office software & equipment.

Qualified applicants should submit a resume online to [HR@Alliancebank.com](mailto:HR@Alliancebank.com) or by fax to 903/439-6793.

***The best in all we do.***

**Equal Opportunity Employer**