



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Service Specialist

Location: Commerce

Hours: Monday & Friday 10 AM – 6 PM (flexibility required)
Tuesday – Thursday 9 AM – 6 PM (flexibility required)

Start Date: ASAP

Requirements:

- Personify the Alliance Bank's mission statement of *The best in all we do*
- High School diploma (or equivalency).
- One (1) year of customer service or cash handling experience.
- Ability to read, write, and speak the English language; bilingual in Spanish a plus.
- Ability to prioritize own tasks and responsibilities to ensure that excellent service to our customers is accomplished before most administrative functions are processed.
- Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- 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 respond to customer requests with tact, diplomacy, and a sense of urgency.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Ability to present a professional demeanor at all times.
- Knowledge of state and federal banking regulations.
- Ability to operate basic office software & equipment.

Qualified applicants should submit a resume online to HR@Alliancebank.com or by fax to 903/439-6793.

The best in all we do.

Equal Opportunity Employer