



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Debit Card Analyst

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

Position Purpose:

The primary purpose of this position is coordinating the day-to-day activities of the gift card and the debit card programs while recognizing and communicating opportunities for increased usage, growth, and marketing opportunities and providing analytical data on the program. This employee offers the customer the highest degree of service.

Requirements:

- Personify Alliance Bank's mission statement of *The best in all we do.*
- High School diploma or equivalency.
- Ability to read, write and speak the English language, bilingual helpful.
- Three (3) years' experience in banking or job related field and one (1) year of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- 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.
- Must possess analytical skills and the ability to visualize and interpret data.
- Possess a valid driver's license; travel required as job dictates.
- Ability to solve problems by considering multiple solutions to the same problem or multiple methods of arriving at a solution.
- Ability to perform multiple tasks with a prescribed time period.
- Ability to operate basic office equipment i.e. typewriter, calculator, and PC; with job related software.
- Knowledge of state and federal regulations as well as Alliance Bank's policies and procedures, products, and services.
- Ability to handle bank and customer transactions with a high level of confidentiality.

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