



**GALYEAN**  
INSURANCE AGENCY



## JOB POSTING NOTICE

**Position:** Service Specialist

**Location:** Rockwall South

**Hours:** Monday – Friday 9 AM – 5:30 PM

**Start Date:** ASAP

### Position Purpose

This position processes a variety of basic customer account transactions and provides prompt, courteous, and friendly service. This employee offers the customer the highest degree of service.

### Requirements:

- Personify the Alliance Bank's mission statement of *The best in all we do*
- High School Diploma or equivalent
- Two (2) 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.
- 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](mailto:HR@Alliancebank.com) or by fax to 903/439-6793.

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

**Equal Opportunity Employer**