



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Mortgage Processor/Closer

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

Position Purpose:

This position is responsible for serving as a liaison between the customer and the mortgage loan officer, as well as, performing clerical duties associated with maintaining a high degree of efficiency in the mortgage loan department. This position also oversees the functions related to the closing and funding of residential mortgage loans. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

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 or by fax to 903/439-6793.

The best in *all* we do.

Equal Opportunity Employer