



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Mortgage Operations Manager

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

Position Purpose

This position is responsible for assessing and directing the daily activities for the mortgage department. Monitors all lending functions from loan origination to closing and funding. Also ensures efficient delivery of products and services as well as develops and implements processes and procedures.

Requirements:

- Personify the Alliance Bank's mission statement of *The best in all we do*
- High School diploma (or equivalency).
- Knowledge of specialized principles that would be obtained through a formal four (4) year academic program, and a minimum of three (3) years' experience in a financial institution.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees' requests with tact, diplomacy, and a sense of urgency.
- 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.
- Highly detailed-oriented with the ability to organize schedule, and prioritize tasks and responsibilities as well as certain departmental functions to improve efficiency.
- Ability to write proper business correspondence, develop spreadsheets, and create slide presentations and certificates.
- 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