



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Mortgage Loan Officer

Location: Rockwall

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

Position Purpose

This position is responsible for ensuring that all policies and procedures relating to real estate lending are adhered to. In addition, this position is responsible for maintaining a loan portfolio and for processing and closing secondary market mortgage loans in compliance with federal and state regulations and internal bank policies and procedures. 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*
- 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 prioritize own tasks and responsibilities to ensure that excellent service to our customers is accomplished before most administrative functions are processed.
- Previous experience in mortgage department or mortgage lending.
- Ability to present a professional demeanor at all times.
- Ability to handle stressful situations through organization.
- 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 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