



JOB POSTING NOTICE

Position: Service Specialist – Part Time

Location: Mount Vernon Brookshires

HOURS: Monday – Friday: 11 AM – 6 PM
Saturday rotation: 8:45 AM – 1 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 and promotes all Alliance Bank's products and services.

Requirements:

- Personify Alliance Bank's mission statement of ***The best in all we do.***
- Ability to read, write, and speak the English language, bilingual helpful.
- One (1) year experience in banking or job-related field or a combination of education and experience providing equivalent knowledge.
- One (1) year of customer service or cash handling experience.
- Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
- 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.
- Ability to operate basic office equipment including a PC with job related software.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of state and federal regulations.
- 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.

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