



## JOB POSTING NOTICE

**Position:** Operations Assistant

**Location:** Sulphur Springs

**Hours:** Monday – Friday 8 AM – 5 PM

**Start Date:** ASAP

### Position Purpose:

This position is responsible for administrative and clerical functions of the Operations Department. Responsibilities will include tasks related to operations support, physical security, fraud, electronic payments and serving as administrator for some bank operations systems and assisting with projects as necessary. 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.*
- High School diploma (or equivalency)
- Three (3) years of 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 helpful.
- 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 communicate well over the telephone using proper grammar and telephone etiquette.
- Willingness to work in a team environment and promote cooperation within the group.
- Adaptability to frequent changes in work environment and processes.
- Ability to solve problems by considering multiple solutions to the same problem or multiple methods of arriving at a solution.
- Ability to handle multiple tasks within a prescribed time period.
- Flexibility to perform different job responsibilities as assigned.
- Ability to operate basic office equipment i.e. typewriter, calculator, and PC; with job related software.
- Knowledge of state and federal regulations as well as Alliance Bank's policies and procedures, products, and services.
- Ability to handle bank and customer transactions with a high level of confidentiality.

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**