



JOB POSTING NOTICE

Position: Electronic Coordinator

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

Position Purpose:

This position is responsible for the daily operations of the ACH/Wire Transfer area. 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) and three (3) years' experience in banking or job-related field and one (2) 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 or by fax to 903/439-6793.

The best in all we do.

Equal Opportunity Employer