



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Human Resources Assistant

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 4:30 PM

Start Date: ASAP

Requirements:

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- Personify Alliance Bank's mission statement of ***The best in all we do.***
- Ability to read, write, and speak the English language, bilingual helpful.
- Four (4) years' experience in banking or job-related field and two (2) years of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- **A minimum of three (3) years' payroll processing experience and/or human resources experience is required.**
- Knowledge of legal and administrative issues, as well as Federal and State laws and regulations and relating to the Human Resources functions.
- 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.
- 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 organize and prioritize tasks and responsibilities as well handle multiple tasks within a prescribed time period.
- 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.
- Knowledge of state and federal regulations.
- Ability to present a professional demeanor at all times.
- Ability to operate basic office software & equipment.
- Regular attendance and punctuality a must

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