



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Employee Development Officer

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 4:30 PM

Start Date: ASAP

Position Purpose

This position is responsible for the planning, development and administration of training and development function. In addition, the incumbent will serve as an employment administrator for non-exempt positions. 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.
- High School diploma (or equivalency) and 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; or a combination of education and experience providing equivalent knowledge.
- Requires five (5) years' experience in training adults and/or human resources.
- Must have comprehensive understanding of banking services, processes, and terms.
- Must have advanced formatting and technical skills.
- Requires excellent written and oral communication skills to produce and deliver quality training programs.
- 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.
- Must be comfortable with public speaking and at ease moderating training classes often consisting of attendees with diverse personalities and backgrounds.
- Ability to recognize the importance of customer service and work to incorporate traits of outstanding service into all facets of the training program.
- Ability to adapt easily in an environment of constant change and ability to multi-task.
- Position will require limited travel throughout the Alliance Bank network.
- Possess a valid driver's license.
- Ability to operate basic office equipment i.e., PC; with job related software such as Microsoft Office suite and obtain the ability to learn new software, as needed.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of state and federal regulations that regulate the HR function.
- 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