



JOB POSTING NOTICE

Position: Treasury Service Support/Review

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

POSITION PURPOSE

The Treasury Services Support/Review assists in the implementation and ongoing maintenance of new Treasury products and services following the close of sale by Business Development Officers. Ensures profiles, contracts and agreements are properly audited and, provides implementation support to the Treasury Services Manager and Branch personnel by providing and recommending the appropriate processes for implementing a product. 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.
- Ability to read, write and speak the English language, bilingual helpful.
- Three (3) years' 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.
- 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 work well under pressure and in a high-stress environment.
- Requires excellent writing, communication, and reporting skills.
- Must be proficient in Microsoft Excel and Word
- 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.
- 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.



Equal Opportunity Employer