



## JOB POSTING NOTICE

**Position:** ABFS Client Services Assistant

**Location:** Sulphur Springs

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

**Start Date:** ASAP

### POSITION PURPOSE

This position provides high-level administrative support for the Financial Advisors and is responsible for overall office activities, including the reception area, mail, equipment, and facilities. The person in this position will demonstrate a strong commitment to organizational success and is able to marshal resources to accomplish projects and handles multiple projects simultaneously. This position offers the customer the highest degree of service and promotes all of 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.
- Two (2) years of experience in banking, sales-related field, or job-related field and/or education in the field or a combination of education and experience providing equivalent knowledge.
- A minimum of 1-year experience at Alliance Bank is preferred.
- Ability to obtain Series 7 and 63 licenses within 180 days of hire.
- Excellent operational and customer contact skills with the ability to manage and process complex operational work.
- Ability to be detail-oriented, self-motivated, work independently, and act professionally.
- Ability to organize with a clear sense of priorities and the ability to reorder priorities as circumstances change.
- High degree of adaptability and capacity to work under short time constraints and changing demands, a strong sense of urgency, and desire to achieve results.
- Ability to operate basic office equipment including a PC with job-related software.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of state and federal regulations.
- Knowledge of Alliance Bank Financial Services policies and procedures.
- Schedules are prepared based on business needs and are 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](mailto:HR@Alliancebank.com) or by fax to 903/439-6793.

***The best in all we do.***

Equal Opportunity Employer