



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Information Security Analyst

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 4 PM

Start Date: ASAP

POSITION PURPOSE

This position is responsible for reviewing and assessing enterprise risk, including third-party risk, to the bank. This involves administering and maintaining various risk and information security software to achieve the bank's goals. 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.
- Three (3) years of experience in banking or job-related field and one (1) year of training and/or education in the field or a combination of education and experience providing equivalent knowledge.
- A strong customer service orientation, with excellent listening, interpersonal, written, and oral communication skills
- Ability to communicate well over the telephone using proper grammar and telephone etiquette.
- Highly detailed-oriented with the ability to organize, schedule, and prioritize tasks and responsibilities as well as certain departmental functions to improve efficiency.
- Above-average knowledge of legal aspects of banking.
- 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.
- Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
- Knowledge of state and federal regulations.
- Knowledge of Alliance Bank's policies, procedures, products, and services.
- 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