



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Credit Doc Prep Utility Support

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 5 PM

Start Date: ASAP

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.
- One (1) year of experience in banking or job-related field or a combination of education and experience providing equivalent knowledge.
- Filing and organizational skills normally associated with a fast-paced business environment.
- Ability to respond to customer request with tact, diplomacy, and a sense of urgency.
- Ability to organize and prioritize own tasks and responsibilities as well as certain departmental functions to improve overall efficiency as well as to set goals and meet deadlines.
- Ability to operate basic office equipment i.e., typewriter, calculator, and 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'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