



**GALYEAN**  
INSURANCE AGENCY



## JOB POSTING NOTICE

**Position:** IT Business Analyst **Location:** Sulphur Springs OR Greenville

**Hours:** Monday – Friday 8AM – 5 PM **Start Date:** ASAP

### Position Purpose

This position is responsible for supporting and maintaining all desktop and laptop systems, mobile devices, peripherals, operating system software, general use, and special tools software. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

### Requirements:

- Personify the Alliance Bank's mission statement of *The best in all we do*.
- High School Diploma (or equivalency).
- 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.
- Associates or bachelor's degree is a plus; or 1-2 years' IT support or related experience in lieu of degree.
- 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 handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- Ability to communicate, solve problems, work in a group and promote cooperation within the group.
- Ability to work well with others and respond in a friendly, helpful, and courteous manner, both by voice and in print.
- Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
- Ability to solve problems by considering multiple solutions to the same problem or multiple methods of arriving at a solution.
- Ability to work well under pressure and in a high-stress environment.
- Ability read, write, and speak the English language; bilingual in Spanish a plus.
- This position involves traveling on behalf of the Company. It is essential that a current driver's license, and an acceptable driving record, and proof of automobile insurance are maintained.
- 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](mailto:HR@Alliancebank.com) or by fax to 903/439-6793.**

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

**Equal Opportunity Employer**