



GALYEAN
INSURANCE AGENCY



JOB POSTING NOTICE

Position: Computer Support Analyst I

Location: Sulphur Springs

Hours: Monday – Friday 8 AM – 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.

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 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.
- CompTIA A+ or Network + certification is required. If candidate does not currently hold one of these certifications, they will be required to obtain a certification within 90 days after hire.
- 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 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 or by fax to 903/439-6793.

The best in all we do.

Equal Opportunity Employer