



JOB POSTING NOTICE

Position: Relationship Banker – Part Time

Location: Commerce

Hours: Monday – Thursday 10 AM – 3 PM
Friday 9 AM – 6 PM

Start Date: ASAP

Position Purpose:

This position acts as a customer advisor and navigator throughout the bank, uncovering, understanding, and acting upon financial cues to meet the customer's needs. 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 equivalent
- Two (2) years' 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.
- Ability to read, write, and speak the English language; bilingual in Spanish a plus.
- Ability to prioritize own tasks and responsibilities to ensure that excellent service to our customers is accomplished before most administrative functions are processed.
- Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
- 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.
- Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Ability to present a professional demeanor at all times.
- Knowledge of state and federal banking regulations.
- Ability to operate basic office software & equipment.

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