



## JOB POSTING NOTICE

**POSITION TITLE:** Loan Servicing Specialist

**Location:** Sulphur Springs

**Hours:** Monday - Friday: 8:00 AM – 5:00 PM

**Start Date:** ASAP

### MINIMUM QUALIFICATIONS:

- Personify Alliance Bank's mission statement of ***The best in all we do.***
- Ability to read, write, and speak the English language, bilingual helpful.
- Two (2) years' experience in banking or job-related field and one (1) year training and/or education in field or a combination of education and experience providing equivalent knowledge.
- A minimum of 1 years' experience at Alliance Bank is preferred.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees, customers, third party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
- Demonstrated ability to proficiently and accurately handle all loan types including but not limited to commercial, individual, and residential.
- Ability to perform secretarial duties.
- Ability to always present a professional demeanor.
- Ability to handle stressful situations through organization.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- Knowledge of Alliance Bank's loan policies and 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 to [HR@Alliancebank.com](mailto:HR@Alliancebank.com).**

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

**AN EQUAL OPPORTUNITY EMPLOYER**