



JOB POSTING NOTICE

POSITION: Relationship Banker I

LOCATION: Sulphur Springs

HOURS: Monday - Thursday: 8:00 AM – 4:00 PM
Friday: 8:00 AM – 5:00 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.

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 of training and/or education in field or a combination of education and experience providing equivalent knowledge.
- Ability to respond to customer requests with tact, diplomacy, and a sense of urgency.
- 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.
- Ability to operate basic office equipment including a 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 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.
- Provides professional services to the bank's customers by prompt acknowledgment of the customer, maintains a friendly and courteous demeanor, ensures customer satisfaction on transaction requests, and presents a professional image.
- Open and Maintain new accounts and sells Certificates of Deposits.
- Establish, retain, and deepen relationships with banking center customers and potential customers to achieve sales goals and provide quality customer service.

Qualified applicants should submit a resume online to HR@alliancebank.com or by fax to 903-307-2603.

The best in all we do.

AN EQUAL OPPORTUNITY EMPLOYER