



JOB POSTING NOTICE

Position: Debit Card Administrator

Location: Sulphur Springs, TX

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

POSITION PURPOSE

This position is responsible for the daily operations of the Debit Card area. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

1. Ability to read, write and speak the English language, bilingual helpful.
2. High School diploma (or equivalency).
3. Three (3) 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.
4. A minimum of 2 year at Alliance Bank is preferred.
5. 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.
6. Ability to handle multiple tasks within a prescribed time period and adapt to frequent or unexpected changes in work responsibilities or processes.
7. Ability to prepare or interpret detailed written material and perform detailed mathematical functions.
8. Previous experience in a supervisory position is a plus and the ability to use judgement and make decisions.
9. Ability to operate basic office equipment including a PC with job-related software.
10. Ability to handle bank and customer transactions with a high level of confidentiality.
11. 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.
12. Ability to lift up to 50 pounds.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Personify Alliance Bank's mission statement of *The best in all we do.*
2. Promotes Alliance Bank's culture through all interactions modeling the Alliance Bank way of Customer Experience.
3. The ability to perform all debit card tasks.
4. The ability to provide Frontline and operational support for debit cards
5. Oversee debit card and gift card operations.
6. Maintain knowledge of current and upcoming improvements to debit card department.
7. Maintain knowledge of debit card compliance requirements.
8. Manage communication with customers on any related issues.
9. Manage Mastercard and Pulse relationships.
10. Provide after-hours support as required.
11. Manage debit card or other Operations projects as required.
12. Maintain policy compliance when processes are updated or changed.
13. Serve as Administrator for systems and contact for support.
14. Ability to spot inefficiencies in daily tasks and recommend improvements.

***This is a summary of the requirements and essential functions.
The full job description is available upon request.***

Qualified applicants should submit a resume to HR@Alliancebank.com.



AN EQUAL OPPORTUNITY EMPLOYER