



JOB POSTING NOTICE

Position: Imaging & Quality Control Rep.

Location: Sulphur Springs

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

Start Date: ASAP

Requirements:

- Personify Alliance Bank's mission statement of ***The best in all we do.***
- Ability to read, write and speak the English language, bilingual helpful.
- High School diploma or equivalency.
- Must possess excellent interpersonal communication skills and can deal with and respond to employees, customers, third party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
- 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.
- A minimum of 1 year at Alliance Bank is preferred.
- Ability to solve problems by considering multiple solutions to the same problem or multiple methods of arriving at a solution.
- Ability to lift up to 50 pounds.
- Ability to perform multiple tasks with a prescribed time period.
- 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 policies and procedures.
- Knowledge of Alliance Bank's products and services.
- Schedules are prepared based on business needs and are 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.



Equal Opportunity Employer