



JOB POSTING NOTICE

Position: Project Management Administrator

Location: Sulphur Springs, TX

Hours: Monday - Friday: 8:00 am – 5:00 pm

POSITION PURPOSE

This position is responsible for monitoring ongoing project functions, budget, timeline, and determining the success of the project post project completion. Includes working with Project Owner's in acquiring resources and coordinating the efforts of internal team members and third-party contractors or consultants in order to deliver projects according to plan. 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. Four (4) years' experience in banking or a job-related field and one (2) year of training and/or education in the field or a combination of education and experience providing equivalent knowledge.
3. Project management experience in all phases of project life cycle from project planning to project completion.
4. Ability to complete all required training for Business Continuity Planning.
5. Proven ability to complete projects according to outlined scope, budget, and timeline.
6. Proven ability to solve problems creatively.
7. Experience seeing projects through the full life cycle.
8. Excellent analytical skills.
9. 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.
10. frequent or unexpected changes in work responsibilities or processes.
11. Ability to handle bank and customer transactions with a high level of confidentiality.
12. 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.

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. Responsible for project management including monitoring and reporting on projects, including but not limited to the following tasks:
 - a. Coordinate project manager/owner communications.
 - b. Analyze and coordinate resources needed to reach objectives and manage resources in an effective and efficient manner.
 - c. Develop a formalized project process to assist in managing a detailed project assessment and implementation plan.
 - d. Provide project updates to the Executive Committee on a consistent basis regarding strategy, adjustments, and progress.
 - e. Utilize industry best practices, techniques, and standards throughout entire project execution.
 - f. Manage, monitor, and train users on the project management software to ensure appropriate use.
 - g. Reflect back on Alliance Bank's strategic plan to ensure alignment with projects.
 - h. Manage changes, process reviews, or compliance initiatives as required.

***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.

The best in all we do.

AN EQUAL OPPORTUNITY EMPLOYER