

# JOB POSTING NOTICE



**POSITION:** Loan Assistant  
(bilingual in English & Spanish)

**LOCATION:** Sulphur Springs, TX

**SCHEDULE:** Monday - Friday 8:00 am - 5:00 pm

## POSITION PURPOSE

This position is responsible for high level of administrative support along with the clerical duties inherent in the processing of all types of loans using knowledge of bank practices, policies, and organization. This position offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

## SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

- Personify Alliance Bank's mission statement of *The best in all we do*.
- Ability to read, write, and speak the English language, **bilingual required**.
- Promote Alliance Bank's culture through all interactions, modeling The Alliance Bank Way of Customer Experience.
- Two (2) years of 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.
- May consider one year of administrative skills.
- 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.
- Ability to perform administrative duties.
- Ability to work accurately under deadline situations and to adapt to a fast-paced environment.
- Ability to present a professional demeanor at all times.
- Ability to operate basic office equipment including a PC job-related software.
- Ability to handle bank and customer transactions with a high level of confidentiality.
- 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.
- Office setting with moderately varied desk-oriented activity.
- Ability to stand, bend, stoop, squat, and kneel.
- Repetitive movement of fingers, wrists, and hands.
- Ability to lift 50 lbs.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provides administrative support for all Mortgage Loan Originator personnel located in the same branch.
- Handle clerical phases of all types of loans. Including but not limited to:
  - Giving appropriate applications
  - Reviewing application and other required documents for completeness
- Serve as liaison between customer and officer in providing information to each as required.
- Prepare necessary forms and letters to assist officer in working past dues and exceptions; maintaining current listing to ensure that the officer has such information.
- Prepare loan documents, new and renewed, and all supporting documents.
- Follow-up on any exceptions to loans to loan policy and clear up as quickly as possible.
- Process draws for customers with lines of credit, as well as, making transfers to accounts.
- Work directly with floor-plan customers to maintain collateral documentation.
- May Order Appraisals and seek out bids. In addition, may order evaluations.
- In Officer's absence and under approved guidelines, work the Officer's NSF list.
- Process release of liens for paid off loans (non-real estate).
- Screen telephone calls and maintain appointment schedule.
- Organize lender functions as requested.
- May assist Mortgage department with marketing.
- Keep updated on all Alliance Bank policies and procedures pertaining to this position.
- Attendance and punctuality a must.

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](mailto:HR@Alliancebank.com).**



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