



Administrative & Optometric Assistant

You will play a critical role in our growing practice! You're the bridge between our doctors and all aspects of the office, providing the first impression and forming relationships with our patients. You will have the opportunity to grow not only your knowledge of eye care and optometry, but also move into more aspects of office management, pretesting and patient care.

Education

- High school diploma necessary
- Postsecondary education and/or college degree preferred

Experience

- Strong computer knowledge and skills necessary
- Prior medical office experience preferred
- Billing, insurance and coding experience preferred
- Knowledge of the optometry industry, eyewear and testing procedures a plus
- Willing to train the right candidate

Personality and Skills

- Excellent interpersonal skills, positive attitude, happy, outgoing, friendly
- Professional demeanor and appearance, courteous and composed, articulate
- Strong multi-tasking and organizational skills required, attention to detail
- Ability to respond to the needs of the patients and other medical staff efficiently and calmly, good customer service skills

Office responsibilities

- Maintain professional appearance and positive demeanor with every patient interaction
- Greeting patients, answering phones, scheduling, taking emergency calls
- Billing, insurance, coding, completing glasses and contact lens orders
- Helping patients select frames, adjusting & repairing glasses, fitting glasses
- Maintaining our inventory of frames, contact lenses and supplies
- Teaching contact lens insertion and removal, care and use
- Patient intake and pretesting

Hours and Pay

- Fair pay with the opportunity for raises and bonuses
- Hours: 15-20/wk, increasing from there

Please send in all cover letters, resumes and references through our office email or directly to our office. Thank you!