

# Receptionist and Optometric Technician

Are you a positive, motivated person looking to grow within a small, family-friendly eye care team? If so, apply for our optometric technician position now!

As a small eye care office, only applicants with strong customer service, clerical, and technical skills will be considered. Furthermore, we're looking for someone with the following skillsets: excellent verbal and written communication skills, strong attention to detail, and good organizational skills. A flexible work schedule is important as this position requires weekends!

## **Duties and Responsibilities**

- Provide exceptional customer service with every patient encounter.
- Display a professional attitude, greet patients promptly with a smile, and thank them when they leave.
- Ability to learn and utilize various online insurance systems to check patient eligibility and submit insurance claims.
- Comply with all company policies and procedures including HIPAA.
- Operate the following equipment: automated visual acuity chart, Clarifye, NCT, automated lensometer, and optomap.
- Clean all examination equipment.
- General office duties and cleaning to be assigned by owners.

## **Other Skills and Abilities**

- Reliable transportation.
- Ability to work weekends (Saturday and Sunday).
- Desire to gain industry knowledge and training.
- Demonstrates initiative in accomplishing practice goals.
- Consistently creating a positive work environment by being team-oriented and patient-focused.
- Ability to interact with all levels of employees in a courteous, professional manner at all times.