



Job Description

PLEASE APPLY ON OUR INDEED LISTING FOR TOP PRIORITY TO BE SELECTED FOR AN INTERVIEW

Our growing family-oriented optometry office and optical boutique in Gunter'sville is seeking a friendly and outgoing individual to join our team. Our ideal candidate will be someone who is ready to start full time, Monday-Friday. We need someone who is excited to make a career in optometry, enjoys a flexible job with multitasking, and is open to being cross trained with several roles in the office.

Job Duties:

- Provide great customer service
- Be currently able to or able to quickly learn optician duties: assist patients in optical, including frame and lens selection, glasses ordering and dispensing, adjusting glasses, lensometry, taking precise lens measurements, order management, inventory, and billing
- Greet and welcome patients
- Schedule appointments, answer phones
- Various clerical and clinical duties, including processing insurance benefits (specifically VSP)
- Willingness to cross-train in other office roles

Qualifications:

- Optical/optometric experience is preferred. Applicants without experience will be considered at this time but must show great potential
- Retail or customer service experience preferred but not required
- Strong organizational abilities
- Eagerness to learn new skills
- Enjoys working with patients of all ages
- Basic knowledge of computer processing