

WE ARE HIRING!

Open Position :

Optometric Front Office Assistant

Job Description:

Optometric Front Office Assistants are responsible for warmly greeting all visitors, determining their needs and appropriately directing them. Responsibilities also include answering telephones, scheduling appointments, obtaining and accurately entering all information needed for patient appointments, verifying vision and medical insurance benefits and collecting/processing payments.

Candidate Must Have :

- ▶ Passion for excellence in patient service
- ▶ Pleasant telephone demeanor
- ▶ Proficient computer and math skills
- ▶ Strong multi-tasking abilities

