

Job Summary

Provide receptionist functions to keep everything flowing at Price Eye Care.

General Responsibilities

- Answering the phone
- Checking patients in for appointments
- Responding to emails
- Making appointments for patients
- Dispensing glasses and contact lenses
- Adjusting glasses
- Confirming appointments
- Pulling medical and vision insurance
- Scanning documents to patients' charts
- Assisting office manager

Job Qualifications

Education: High School Diploma, Post-Secondary Education preferred

Experience: 1-2 years of related experience preferred

Skills

- Proficient in grammar, computers, math, and science
- Quick learner; able to retain knowledge
- Excellent with technology
- Motivated to problem solve
- Strong organizational skills
- Ability to complete and stay on task
- Strong attention to detail
- Self-motivated, requires minimal supervision
- Gets along naturally with everyone, team player
- Positive and caring personality
- Dependable and timely
- Excellent attendance
- Ability to multi-task in a busy professional environment