

OPTICIAN ASSISTANT – JOB DESCRIPTION – Moreland Vision Source

We are seeking a detail-oriented optometric assistant with great people skills to join our optical team. The optometric assistant will be responsible for greeting customers, answering questions, and assisting customers with frame selection, minor adjustments and repairs. Additional responsibilities include assisting the opticians, checking in product, putting in orders for glasses, cleaning showroom glasses and fixtures, assisting with inventory, attending online trainings and team meetings, merchandising, and speaking with customers by phone and text. Will train individuals with eyewear or retail accessory sales experience with an interest in optometry.

Optometric Assistant Requirements:

- A high school diploma or equivalent.
- Previous optical experience is highly beneficial.
- Excellent organizational, communication, and interpersonal skills.
- A strong attention to detail.
- The ability to multi-task.
- Great listening skills.
- Able to follow instructions and established protocols
- Able to work with delicate tools and materials.
- Able to work in a busy office handling multiple patients
- Team player – respectful and patient with all customers and staff
- Computer skills includes Microsoft Office, Google, vendor portals, and highly adaptive to using new software programs.
- Must have good basic math skills.
- Must be able to handle payments using cash and credit card.
- Must be able to lift 20 to 30lbs, able to stand, lift, sit, reach, type, text and speak by phone.
- Must have reliable transportation.

HOURS:

Schedule hours 30-40 hours per week Monday through Friday and some Saturdays. No Sunday hours. Office hours range from 8:00am to 6:00pm – some opening and closing shifts will be required.

Benefits and Wage:

Discount on glasses and routine eye exam after 90 days.
Health insurance percentage paid. Dental program offered.
Paid holidays.
Wage commensurate with experience.

To apply: Please send resume and cover letter to mvstaff@visionsource-moreland.com
www.visionsource-moreland.com/