

We're hiring!

Optometric Assistant (Part-time)

Do you enjoy working with people and providing excellent customer service? We are looking for a warm, friendly individual to work our front desk and be the first point of contact for our patients.

Essential functions:

- Greeting patients and scheduling appointments
- Educating patients on our fees
- Working with insurance companies to check patient benefits and eligibility
- Maintaining records and writing invoices
- Corresponding with labs and ordering contact lenses
- Assisting patients in frame selection
- Instructing patients in the care and use of glasses or contact lenses
- Adjusting and repairing glasses
- Other tasks as assigned.

Knowledge, skills, and abilities required:

- Excellent interpersonal communication skills
- Great customer service skills
- Ability to multitask in a highly active and busy environment
- Attention to detail and strong follow-through
- Team skills and problem-solving skills.

Optical experience not required – we will train the right, enthusiastic person. Experience in business or customer service a plus.

This position will be part-time, with competitive salary.

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