

Antigo Vision Clinic

Antigo Vision Clinic is seeking the best candidate for a fast-paced optometric clinic. Job functions include: greet patients, answer phone calls, schedule appointments, maintain patient records electronically, prep patient records for appointments including insurance verification, accept patient payments, and invoicing.

Knowledge, Skills and Abilities Needed for Position

General knowledge of office equipment and procedures.
Excellent computer skills.
Ability to work in a fast-paced environment.

Education & Experience Requirements

HS/GED or equivalent required. Job related coursework and/or experience preferred, but will train the right candidate.

Salary Range & Benefits

Benefits include vacation and holiday pay, retirement plan, uniform allowance, free eyewear.

Employment Status

Full Time

Application Instructions

Please submit resume and cover letter via mail or email with "Attn: Pat" as subject line.

Antigo Vision Clinic
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Antigo, WI 54409
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End Date of Job Posting

August 31, 2019