

# Antigo Vision Clinic

Busy optometric practice is seeking an optometric assistant to join our team. Approximately 22 hours per week. Regular schedule will be Mondays and Fridays 8am-5pm and Tuesdays 1pm-6:30pm. Candidate should also be flexible and willing to work additional hours if necessary on occasion. Previous experience a plus, but we will train the right person. The successful candidate must be very reliable, and able to work quickly and accurately in a fast-paced environment. Strong computer skills are required. Please send cover letter and resume to: Attn: Pat, PO Box 238, Antigo, WI 54409.

## Position Duties

Position duties include but are not limited to the following:

- Scheduling appointments
- Conduct preliminary vision tests prior to the eye health examination
- Neutralization, repair, and adjustment of eyeglasses
- Assist the optometrist with examination procedures
- Provide patients with frame and lens recommendations
- Order lenses and eyewear from labs and manufacturers
- Maintain proper records and ensure patient privacy

## Knowledge, Skills and Abilities Needed for Position

HS/GED or equivalent required.

Job related coursework and/or applicable experience preferred

## Salary Range & Benefits

Competitive Pay Based on Experience

Vacation and Holiday Pay

Retirement Plan

Uniform Allowance

Discounted Eyewear

## Employment Status

Part Time

## Application Instructions

send resume and cover letter to:

Attn: Pat

PO Box 238

Antigo, WI 54409

## End Date of Job Posting

2-14-20