

Full or Part-time Optician (At least 1 year experience in an optical setting)

Location: Fremont, CA

We are a fast paced multi-doctor optometric practice looking for the right individual to assist patients in frame/lens selection and perform preliminary testing for the doctors.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- Performs required tests and enters results in patient electronic record.
- Performs auxiliary testing as ordered by doctor and enters results in electronic record.
- Evaluates patient's vocational and avocational visual requirements by reviewing optical requirements. Suits patient's needs by recommending specific lenses, lens coatings, and frames.
- Measures patient for bridge and eye size, temple length, vertex distance, pupillary distance, and optical center of eyes using millimeter rule and light reflex pupillometer.
- Helps patients select frames by offering commentary on styles, colors, coordinating frames with facial and eye measurements and optical prescriptions.
- Completes electronic lab order.
- Educates patients by offering instructions in eyeglass and contact lens care and use.
- Completes all spectacle and contact lens ordering information in electronic record.
- Collects revenues by preparing charges; collecting payment.
- Updates job knowledge by participating in educational opportunities;
- All other duties as assigned by supervisor

SCHEDULE/AVAILABILITY FOR FULL TIME (PART TIME, to be determined):

Hours alternate between Week 1 and Week 2 schedules. Please see below:

Week 1:

Monday 9:30am-6:30pm
Tuesday 9:30am-6:30pm
Wednesday 11:30am-8:30pm
Thursday 9:30am-6:30pm
Friday 9:30am-6:30pm
Saturday off

Week 2:

Monday off
Tuesday 9:30am-6:30pm
Wednesday 9:30am-6:30pm
Thursday 9:30am-6:30pm
Friday 9:30am-6:30pm
Saturday 8:00am-2:30pm

REQUIRED:

- Exceptional customer service
- Strong knowledge of computers and ability to learn new software quickly (PLEASE DO NOT APPLY IF YOU HAVE NO COMPUTER EXPERIENCE. Typing and basic aptitude test given at interview)
- Willing to cross-train and learn different tasks
- Can multitask and handle pressure effectively
- Familiarity with Vision Insurances
- Familiarity with VSP billing, Revolution software and frame board management a plus
- ABO certified a plus
- AT LEAST ONE YEAR EXPERIENCE IN OPTICAL REQUIRED

COMPENSATION/BENEFITS/PERKS:

- Wage rate dependent on experience and personality

- Production Bonuses
- Medical benefit
- Vision benefits along with discounts for friends and family
- Paid Holidays
- Paid Vacation and Sick Days
- 401k Retirement Program
- Staff Events

*eligible for most benefits after 3-month probation period