

Full Time Optometry Technician (No Optometry Experience needed)

Location: Fremont, Ca

We are a fast paced, multi-doctor optometric practice looking for the right individual to help perform diagnostic tests on patients. Your core role will be performing medical assisting work for the doctors.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- Greeting patients with a smile and maintaining the highest level of professionalism throughout the appointment
- Perform diagnostic tests for patients
- Inputting data into our electronic medical records software efficiently and accurately
- Helping front staff organize and file charts to be archived
- Helping opticians with checking in orders
- Educate patients by offering instructions in eyeglass and contact lens care and use
- Updates job knowledge by participating in educational opportunities
- All other duties as assigned by supervisor

Schedule/Availability:

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. You will always need to interact and converse with our patients.
- 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

COMPENSATION/BENEFITS/PERKS:

- \$11 - \$15/hour dependent on experience
- Monthly 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