



## LANDMARK STAFFING

**Position:** Optician Technician

**Location:** Fruita, CO

**Type:** Full Time

**Schedule:** Mon. Tues. Thurs. & Fri. - 7:30 a.m. - 4:30 p.m.

Wednesday - 10:00 a.m. - 7:00 p.m.

**Wage:** \$16.00/ hour

Local progressive, high-energy customer-centered optometry practice is seeking a full-time (35-40 hours per week) Optician/Technician to add to our exceptional team. The right candidate is a reliable, dedicated, friendly, self motivated team player with excellent customer service skills. Must be on time daily and ready to work. An eye for fashion is a definite plus. Most importantly we offer a fun, caring environment to work! We love serving our patients and providing them with the best eye care possible, and we want someone who feels the same way.

### **Essential Functions:**

- **Assist in reviewing patients charts to ensure completeness and accuracy of information.**
- **Perform preliminary testing required by type of exam scheduled, patient complaint and history.**
- **Take notes while the physician examines patients and enter data into electronic medical records or handwrite in paper charts.**
- **Assist doctors with various duties as requested/needed.**
- **Provide customer service to patients and assist them with frame selection when picking out new frames for eyewear.**
- **Educate patients on lens technologies, interpreting insurance information, and assist patients with adjustments and repairs on frames.**
- **Perform general office responsibilities while maintaining a positive attitude consisting of cooperation, self-motivation, courtesy, and professionalism.**

### **Qualifications:**

- **High school diploma or equivalent**
- **Optometry experience (1 year preferred not required)**



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- **Prior experience or medical office experience preferred**
- **Background Check**
- **Drug Testing**

### **Skills and Abilities:**

- **Computer literacy is a must**
- **Training will be provided for proprietary software**
- **Strong customer service skills**
- **Understanding of general office duties and expectations**

### **Computer Skills:**

**Good computer skills. Able to navigate between screens: able to accurately enter data.  
Able to type 45 WPM.**

### **Benefits:**

- **401 K Matching**
- **Employee Discount**
- **Paid Time Off**
- **Vision Insurance**