

Bilingual Receptionist/Optometric Assistant

Qualifications:

Clinique d'Optométrie McLeod Optometry Clinic, has an immediate opening for a full time bilingual (English/French) Receptionist/ Optometry Assistant. The successful candidate will work full time hours from Monday to Friday. In addition, the successful candidate will possess the following skills and abilities:

- Experience working in a medical office environment, previous experience in an optometry office is an asset
- Successful completion of high school or above
- Proven ability to provide excellent customer service to clientele
- Reliable, punctual
- Excellent team player
- Adaptable to new situations
- Problem solver
- Completion of the Canadian Certified Optometric Assistant program is an asset
- Expertise in using clinic management software *Visual Eyes* is an asset

Responsibilities:

The entire staff at Clinique d' Optométrie McLeod Optometry Clinic is committed to providing their clients with the highest quality eye care services and products. The successful candidate must embody this philosophy in their day-to-day work. In addition, they will be responsible for the following:

- Ensuring that the day-to-day operations of the front office run smoothly
- Providing exceptional in-person customer service by greeting all clients warmly, informing them of any schedule changes or delays and looking after their needs while in the office
- Providing excellent telephone support, ensuring that all clients are acknowledged promptly and politely and made aware of upcoming appointments
- Ensuring that the schedule is complete and accurate and making sure that daily schedule, doctors and office flow is kept on schedule
- Providing accurate and up-to-date information to clients
- Preparing for upcoming appointments by pulling patient files ahead of time and becoming familiar with the nature of the visit
- Performing pre-testing on patients, ensuring accuracy
- Processing all payments
- Following up on outstanding accounts receivables
- Being an exceptional team player that helps other team members in order to ensure all commitments are met

Applicants should forward their resume and cover letter by email to the following address:

jobs@mcleodoptometryclinic.ca . We thank all those who are interested in the opportunity, however only those candidates selected for an interview will be contacted.

www.mcleodoptometryclinic.ca