



DEPARTMENT: Medical Eye Center Optical Inc.
JOB TITLE: Optician's Assistant
REPORTS TO: Optical Manager

JOB SUMMARY:

Responsible for assessing inventory of eyeglass frames, placing orders with vendors, receiving merchandise into practice, management database, creating profiles for new merchandise, regularly cleaning and organizing our product displays, assisting with optical reception duties, and aid in conducting a quarterly inventory reconciliation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Processes and price incoming frame shipments from manufacturers
2. Assists in wholesale purchasing of frames and other products for resale to patients
3. Sets up new merchandise into Nextech
4. Performs eyeglass frame adjustments and repairs
5. Verifies lens prescriptions and check for accuracy when we receive them from the lab
6. Process mail deliveries and route frames and other merchandise to proper destination
7. Assists in the return of authorized frames to manufacturers and prepare credit forms
8. Design, arrange and maintain product displays
9. Organizes and maintain frame display area throughout the workday
10. Monitors inventory levels
11. Performs other tasks and duties as assigned

QUALIFICATIONS:

1. High School diploma or equivalent required
2. Strong organizational skills
3. Excellent interpersonal skills and ability to communicate clearly and effectively with patients staff, managers and doctors
4. Outstanding accuracy and attention to detail
5. Working knowledge of proper sales techniques
6. Basic computer literacy with experience using Microsoft Office Word, Excel, and Outlook a plus
7. Minimum of 2 years' experience in reception, clerical, or customer service fields

PROFESSIONAL REQUIREMENTS:

1. Demonstrates professional manner in work setting
2. Is neat, well groomed, and follows dress code
3. Demonstrates ability to evaluate suggestions and criticism objectively and non- defensively, and undertakes measures to change behavior or seek guidance
4. Demonstrates flexibility and supports changes that improve quality of care, service and operations
5. Demonstrates flexibility in work assignments and hours within the department
6. Attends required meetings as scheduled
7. Responds to emails and work requests in a complete and timely manner
8. Takes initiative to assist other staff in completion of their assignments as needed

9. Maintain a positive and cooperative outlook toward his/her position, the office, and fellow employees
10. Maintains consistent attendance and reports to work on-time

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS:

1. Excellent visual acuity for close work
2. Excellent hearing ability to interact with patients and staff with background noise
3. Ability to sit and speak for extended periods of time while working on a computer
4. Physically able to work with phones and computers
5. Must be able to lift 15-25 pounds, 5-10 times per shift
6. Must be able to climb, balance, stoop, kneel, crouch, reach, twist, grasp, handle, finger, feel, lift, carry, push, pull, see, talk, hear, sit, walk, and stand. Any of these functions could be required in durations of 30 minutes up to full working shift. Repetitious movements could include all of the above
7. Willingness and ability to work in either Medford or Grants Pass office