



Dr. Steven Bacher & Assoc.
Optometrists

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Our office is currently seeking an individual to fill a full time position. They must have good problem solving skills, be good with numbers and language, a comfortable communicator and a quick learner. The position requires good interpersonal skills and an ability to think quickly. The ability to deal with difficult situations is a must. The position requires a strong team player requiring minimal supervision that can work well with others and is able to multi-task Bilingualism is an asset.

Full training is provided although experience is an asset.

Primary responsibilities

- Assisting with frame selection
- Frame adjustments and repairs
- Frame buying and inventory control, warranties
- Lens edging
- Issuing receipts & prescriptions
- Ordering, receiving & verifying prescription lenses
- Give eyewear estimates
- Ordering and billing through ministry & third-party programs: ODSP, Ontario Works, ADP, Eye See Eye Learn, safety eyewear, etc.
- Submit to insurance companies for payment of eye exams and eyewear

Secondary responsibilities

- Interpreting & reinforcing doctor's advice
- Scheduling appointments - on the phone & pre-booking in-office patients, moving appointments
- Setting up and monitoring patients on field analyzer
- Accounts receivable
- filing

Monthly –warranty returns & receiving of credits

Please email your resume to drbeyecare@cogeco.net