



***Dr. Steven Bacher & Assoc.***  
***Optometrists***

212 Second St. W., Cornwall, Ontario, K6J-1G7  
tel : 613-933-5484 fax : 613-936-9087  
email : [drbeyecare@cogeco.net](mailto:drbeyecare@cogeco.net)

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](mailto:drbeyecare@cogeco.net)