

**Job Title:** Optometric Assistant Position - PT

**Location:** Dedham, MA

**Organization:** Lickteig Family Eyecare

Lickteig Family Eyecare is a full scope optometric practice located in Dedham, Massachusetts. Located inside of Lenscrafters, the practice provides patients a medical eye clinic with the convenience of a eyeglasses retail shop next door. To learn more, visit our website at: [www.lickteigfamilyeyecare.com](http://www.lickteigfamilyeyecare.com)

A part time optometric assistant position is available at our optometry practice in Dedham. We offer an enjoyable work environment with great, experienced staff and appreciative patients. This is a position that can lead to full time status within a couple of months.

**Job Responsibilities:**

This position covers a variety of duties including working directly with doctors and patients as well as a lot of administrative tasks.

- Work one-on-one with patients to assist with the purchase of our contact lenses
- Keep the office organized, neat and clean
- Enter data into the computer quickly and accurately

Note: We are willing to train the right self motivated individual!

**Job Requirements:**

- Applicants need to be able to work a flexible schedule as our office is open 7 days a week. Saturday and Sundays are must.
- Applicants need a strong background in customer service and computer data entry.
- Specific experience in the healthcare field not required but preferred.
- The following are required of the position:
  - Positive, friendly and energetic personality both in person and on the phone
  - Ability to multi-task in an active and fast paced environment
  - Extremely punctual, reliable and responsible
  - Professional attitude
  - Detail oriented
  - Quick learner
  - Self motivated

Posted on: 8/6/2015

Major: Ophthalmic Assistant / Opticianry

*For further information please contact the offices of Career Services and Industry Partnerships:*

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