



optometric assistant

Posted by: eye. Optometry

Location: Surrey

Salary: \$34.62 Per Hour

Job Details

Job ID

NCJ1967501

Posting Date : 04-Feb-2025

Expiry Date : 03-Aug-2025

Education : College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language : English

Vacancies : 2

Years of Experience : 1 year

Job Type : Full Time

Job Description

Job Description:

Location: 18640 fraser highway suite 102 Surrey, BC V3S 7Y4

Salary: \$34.62 hourly

Vacancies: 2

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Evening, Morning

Job Requirements:

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience: 1 year to less than 2 years

Responsibilities

Tasks

Assist physicians in the assessment of patients

Develop information materials for patients

Maintain prescription records

Set up and dismantle equipment

Clean and maintain equipment

Prepare and maintain equipment and supplies

Process claims such as health insurance or workers compensation

Perform general clerical duties

Prepare and maintain cleanliness of collection areas

Process files and paperwork

Schedule and confirm appointments

Manage routine office functions including reception, telephone and booking appointments

Organize and maintain inventory

Additional information

Work conditions and physical capabilities

Fast-paced environment

Work under pressure

Repetitive tasks

Attention to detail

Ability to distinguish between colours

Combination of sitting, standing, walking

Personal suitability

Accurate

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Initiative

Interpersonal awareness

Organized

Reliability

Team player

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

Support for newcomers and refugees

Support for youths

Support for mature workers

Supports for visible minorities

How to apply

By email

vs.eye.optometry@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: vs.eye.optometry@gmail.com

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