

## **Job Description**

**Job Title:** Optician

### **Purpose:**

This individual is responsible for daily dispensary operations.

### **Qualifications:**

- High school diploma or equivalent required
- One to two years' experience as dispensing optician preferred

### **Duties and Responsibilities:**

- Must have knowledge of optical terminology, optical adjustments, eyewear measurements, and vision insurance pricing and knowledge. Must possess some ability to understand eye disease and how it can affect vision. Must have the ability to use Optical tools including the lensometer and be able to follow optical quality checklist for new eyewear arrivals. The ability to teach contact lens wearers how to insert, remove and care for contacts is helpful but not necessary.
- Possesses a wide-range of knowledge applicable to modern optometric care and current trends in eyewear.
- Excellent customer service skills.
- Ability to interpret, analyze and fill ophthalmic prescriptions.
- Ensure that patients are properly educated regarding their vision prescription and available options
- Maintain emphasis on profitable operations while satisfying patient needs
- Maintain appropriate standards of quality, honesty, and patient service
- Work with other departments to ensure comprehensive completion of all operational tasks
- Order all products to stock dispensary
- Complete all patient orders, including frames, lenses and contact lenses
- Responsible for returns of defective or unused products
- Provide repairs and adjustments for all frames
- Review jobs for accuracy / check-in lab work
- Complete nightly deposits
- Responsible for management and collection of patient orders
- Maintain appearance of dispensary and displays
- Ensure that all dispensary-related objectives are met

### **Travel:**

- It may be necessary to travel and work in satellite offices. Employees must maintain a valid driver's license and proof of insurance

### **Physical Capabilities:**

- Light physical effort (lift/carry up to 25 lbs.)
- Occasional reaching, stooping, bending, kneeling, and crouching
- Frequent, prolonged standing/sitting/walking

- Must be able to see, hear, and respond adequately
- Extensive computer work
- Frequent use of telephone and fax
- Travel to other offices based on business necessity

**Pacific Eye is an equal opportunity employer.**

**Job Type:** Full-time