RECEPTIONIST/ OPTOMETRIC TECHNICIAN

MICHAEL J WOLOSCHAK, OD - Youngstown, OH
Posted: 2/11/2020 - Expires: 3/31/2020
Job ID: 215791654

Job Description

FRONT DESK/ OPTOMETRIC TECHNICIAN

DUTIES INCLUDE ANSWERING PHONE, MAKING APPOINTMENTS, COLLECTING FEES, PATIENT WORK UPS, VERIFYING INSURANCE, COLLECTION FEES, FILLING AND OTHER OFFICES DUTIES.

INDIVIDUALS MUST HAVE PROFESSIONAL DEMEANOR, CLEAN AND WILLING TO RESOLVE ISSUES IN PROFESSIONAL, CALM MANOR.

PRIOR EXPERIENCE IS HIGHLY DESIRED. WILLING TO TRAIN FOR TECHNICIAN DUTIES.

HOURLY RATE NEGOTIABLE BASED ON EXPERIENCE. WAGE $11.00 TO $14.00 MONDAY, WEDNESDAY, THURSDAY, TUESDAY 11:00 AM TO 7:00 P.M. FRIDAY BY APPOINTMENT

E-MAIL RESUME TO muc1976@aol.com or Fax 330.799.1557

HIRING REQUIREMENTS:
DRIVER'S LICENSE, USE OF OWN CAR, DRUG TEST AND BONDABLE