

Part-time Phone Receptionist Needed

Vision Source of Colby is looking for a results-oriented and dedicated receptionist who possesses exceptional telephone, computer and people skills. Vision Source maintains the highest professional standards for our patients and we are seeking staff members who reflect these standards in their attitude, grammar, appearance and work ethic.

The Phone Receptionist answers incoming calls, schedules appointments, gathers demographic and insurance information, helps direct urgent and emergent concerns, takes contact lens orders, gathers payment information, helps with statements and other various duties. Receptionist must be the positive, friendly, professional voice representing our office 100% of each workday.

Position is 26-32 hours each week on Mondays, Tuesdays, Thursdays & Fridays. Typical workday is 8 am – 5 pm but could be an ideal position for candidate seeking to work around children's school schedule (8 am – 3:45 pm). Please email your cover letter and resume with three work references to service@eyeclinic.com (put "Vision Source Receptionist" in the subject line). Receipt of resume will be acknowledged by return email. More details found at www.eyeclinic.com