

RECEPTIONIST/FRONT DESK REPRESENTATIVE

Vision Source of Colby is seeking a person who loves working with people of all ages. Vision Source has been a proud member of the Colby business community for 32 years and seeks employees who are looking for a satisfying career, family-friendly workday and an opportunity to grow.

We are proud of our friendly doctors and staff, great office culture, state-of-the-art facilities and equipment. Vision Source maintains high standards and we are seeking staff members who reflect these standards in their attitude, grammar, appearance and work ethic.

Exceptional people skills are required for this position. The right candidate will also be organized, possess strong computer entry skills and is willing to learn. Duties include answering the phone, scheduling appointments, greeting and checking in patients, gathering patient and insurance information, explaining payment processes, posting payments and checking out patients. We utilize on-the job training and online education classes to help our candidates learn the administrative/customer services related skills needed.

Office hours required are Mondays through Fridays from 8 a.m. to 5 p.m. Benefits include health insurance, cafeteria plan contribution, 401(K) retirement plan, term life insurance, holiday pay and paid personal time off. Eyecare and optical benefits for employee and spouse and/or dependent children are also included.

HOW TO APPLY:

1. Provide your letter of introduction and resume.
2. Include a list of three (3) work references. Please include names, phone numbers and email addresses (if available).
3. Receipt of required information will be acknowledged by return email. All inquiries will be kept strictly confidential.
4. Send to Hiring Manager, service@eyeclinic.com

Vision Source of Colby