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## optometric assistant

**Posted by:** eye. Optometry

**Posting date:** 24-Sep-2024      **Closing date:** 23-Mar-2025

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

**Language:** English

**Job location:** Surrey

**Salary:** \$25 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ2477449

## Job description:

### Job Description:

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

Salary: \$25 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:

- Ø Support for persons with disabilities
- Ø Support for newcomers and refugees
- Ø Support for youths
- Ø Support for mature workers
- Ø Supports for visible minorities

### **How to apply**

**By email:** [vs.eye.optometry@gmail.com](mailto:vs.eye.optometry@gmail.com)