

For 20+ years, **Antoine Eye Care** has been focused on providing high-quality vision care to our patients. Our experienced staff operates as a team and we are totally committed to providing superior service. Our offices are conveniently located inside the St. Louis Galleria Mall inside of LensCrafters.

By staying current with the latest developments in eye care, prescription lenses and advances in contact lens technology, we can provide the best vision, advice and fit to our patients. We take pride in building lasting relationships with our patients by providing consistent quality care.

Antoine Eye Care is looking to hire a motivated and reliable, full time (36-40 hours/week) Receptionist/Optometric Technician to join our dynamic Front Desk Team. Duties include answering phones, obtaining medical and optical insurance information and scheduling appointments. This role will also perform pre-testing with diagnostic scanners, analysis instruments, and dispensing contact lenses. Our fast paced eyecare office requires the ability to multi task and work well with other members of our 4 - 6 person team. A combination of Weekday and Weekend (Saturday and Sunday) availability for scheduling is required. Prior eyecare/optical office experience not required. We are willing to train an ambitious and bright candidate with no experience. *\* Excellent Compensation package includes a Monthly Performance Bonus in addition to Hourly Rate!\**

#### **Job Responsibilities:**

- **Front Desk - greet patients, validate insurance coverage, schedule and confirm appointments and answer phones.**
- **Assist and guide patients through diagnostic pre-testing.**
- **Dispense contact lenses. Train and coach new contact lenses wearers.**

#### **Skills and Knowledge:**

- **Likes working with people - patient, caring and friendly.**
- **Effective communicator and listener.**
- **Fast paced office**
- **Variety of duties throughout work day**
- **Enjoys working as part of a team.**

We invite you to check out our practice website:

<https://www.Antoineeyecare.com>

**Antoine Eye Care, LLC provided the following inclusive hiring information:**

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Job Type: Full-time

Wage: \$14.50 - \$15.50 per hour, with a review at two months.

Benefits:

- Simple IRA/Company match
- Dental insurance
- Employee discount
- Medical insurance
- Health savings account
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Holidays
- Monday to Friday
- Weekend availability

Supplemental pay types:

- Bonus pay

COVID-19 considerations:

To keep our employees safe, we provide masks and gloves. We also inquire in regards to illness symptoms as well as exposures.

- Ability to commute/relocate: Reliably commute and/or planning to relocate before starting work. Richmond Heights, MO 63117

Experience: Keyboarding 1 year, English language

Work Location: One location, St Louis Galleria, Richmond Heights, Missouri 63117

Contact with resume, by email, Dr Mike Antoine, [DrAntoine@AntoineEyeCare.com](mailto:DrAntoine@AntoineEyeCare.com)

Or Genna (Office Manager), [Genna@AntoineEyeCare.com](mailto:Genna@AntoineEyeCare.com)