



JOB ANNOUNCEMENT

Front Desk Receptionist / Optometry Assistant

Optometry Office Located in Pompano Beach

Job Requirements:

- Strong Customer Service Skills
- Ability to Multi-task
- Excellent Verbal Skills in English, Spanish and French a Plus
- Prior Optical Background is Preferred but will Train
- Must be able to Work Weekdays and Weekends

Additional Information:

- Part-Time
- Exam Pre-testing
- Scheduling and Confirming Appointments
- Insurance Authorization
- Contact Lens Procedure Training

To be considered for this opportunity – submit your resume to dahlia.baker@copbfl.com with the position that you are applying for in the subject of the e-mail and a note highlighting related experience

Contact: 954-786-7866 ~ dahlia.baker@copbfl.com

www.pompanobeachfl.gov/jobplacement