

OptimEyes Optometry | Job Ad

Position: Optical Dispenser

Date of creation or last review: March 2024

About Us

OptimEyes Optometry (Frenchs Forest) provides caring and comprehensive vision care. We are a rapidly growing, independent Behavioural Optometrist practice providing vision care focused upon neuro-optometry and vision therapy, guiding visual development and providing visual rehabilitation. Our Behavioural Optometrist's treatments include glasses, prisms, tints and Vision Therapy. Patients with learning difficulties, concussion and brain injury benefit from our care to improve function and reduce symptoms related to their injury.

At OptimEyes Optometry, we are looking for a Part time (3-4 days) or Full time Optical Dispenser to join our rapidly growing, independent practice. We have a varied patient base which includes a large paediatric cohort. Our team is passionate about providing caring and comprehensive vision care.

Clinical Duties – Optical Dispenser

A key ambassador to our patients, our dispensing team is responsible for supporting our patients by helping to select spectacles and completing dispensing duties, including:

- Assisting clients to find frames, dispensing, fitting and adjusting frames
- Provide explanations on spectacle prescriptions as prescribed by the optometrist
- Monitor and maintain inventory and liaise with suppliers to ensure stock is available and meets sales trends
- Complete arrivals of all frames and lens orders
- Ordering and coordinating contact lens orders
- Pre-testing patients including OCT, ultra-wide camera and Visual fields when required

General Administrative and Clerical Duties

All staff will be cross-trained in practice areas of reception and customer service. Duties will include:

- Making and scheduling appointments using the practice management software system
- Reception and administrative duties (e.g., scanning, emailing)
- Answering phone enquiries
- Managing patient appointments
- Monitoring of the waiting room, light cleaning, disinfecting, and tidying duties
- Providing assistance and support to the optometrist and vision therapy staff members

Skills and Experience

The successful candidate will have:

- Optical Dispensing qualifications or experience in the industry as an Optical Assistant
- A passion for dispensing to ensure the patient has a fantastic experience
- Excellent communication, organisational and time management skills
- A friendly, helpful and compassionate nature to deliver caring customer service
- Ability to multitask and be flexible
- Demonstrated ability to work autonomously yet be a team player
- Have a willingness to continue to develop professional skills
- Strong personal ethics and professionalism
- Strong computer and IT skills

Benefits

- No late nights or weekend work
- The practice is closed over the New Year period so you can enjoy a well-deserved break
- Opportunity for career growth and development
- On-site parking available and close to public transport
- Working with a passionate and experienced team led by our Principal Optometrist, Carolyn, who is highly reputable with 34 years of experience

This role is ideal for an experienced Optical Dispenser who is looking for flexibility or an Optical Assistant willing to further their knowledge.

If you're a fast learner and a team player, we'd love to hear from you. To apply, please forward your resume to Sue at info@optimeyes.com.au.