



Optician

BASIC FUNCTION: Dispensing of eyewear, sales and follow-up service to patients.

SCOPE OF RESPONSIBILITIES: Responsible for internal merchandising of frames, spectacle lenses and eyewear accessories, as well as all product support functions.

PRINCIPAL FUNCTIONAL RESPONSIBILITIES

- View and understand features of selected frames
- Recommend pricing
- Create displays
- Assist patients with frame selection
- Measuring and specifying frame orders
- Placing frame orders
- Checking RX and quality when eyewear orders are received
- Calling patients to schedule eyewear pickup
- Explaining patient adaptation to new lenses and care of lenses
- Two-week follow-up with patient
- Maintaining clean and neat frame style area
- Return of broken warranty frames to supplier
- Tracking of delayed patient RX's
- Eyewear adjustments and repairs.