

**Job Title: Receptionist, Vision Care Associates,
Storm Lake, Iowa**

Job Description:

Vision Care Associates, P.C. is seeking a full-time receptionist to greet and make appointments in a fast-paced, medically-oriented optometric practice with three doctors and 15 staff members who are committed to serving patients with the highest quality of care.

Responsibilities

- *Answer phone
- *Make appointments
- *Greet patient
- *Screen calls
- *Handle payments

Qualifications:

- *Computer skills
- *Detail-oriented, self-starter
- *Positive and willing approach with customers and co-workers
- *Reliable attendance
- *Good communication skills
- *Working some Thursday evenings
- *Able to stand and sit for extended hours

*Previous experience working in fast-paced, multi-tasking environment a plus.

*Multilingual speakers encouraged to apply

Competitive compensation package available.

Like to know more? Direct questions to Cheri @ 712 299-2956. Send resume with references included, in strict confidence, to Cheri Maben-Crouch, email: mabencrouch@ yahoo.com or mail to P.O. Box 21; Storm Lake, IA 50588.