

# Optometric Assistant

**Posted By: Eye. Optometry**

**Location: Surrey**

**Salary: \$34.62 Per Hour**

**JOB ID : RJ1779187**

**Posting Date : 04-Feb-2025**

**Expiry date : 03-Aug-2025**

**Education :** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language :** English

**Vacancies :** 2

**Years of Experience :** 1 year

**Job Type :** Full Time

## Job Description

### Job Description:

Location: 18640 fraser highway suite 102 Surrey, BC V3S 7Y4

Salary: \$34.62 hourly

Vacancies: 2

Terms of employment: Permanent employment, Full-time, 30 to 40 hours/week

Start date: As soon as possible

Employment conditions: Day, Evening, Morning

### Job Requirements:

Languages: English

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience: 1 year to less than 2 years

**Responsibilities****Tasks**

Assist physicians in the assessment of patients  
Develop information materials for patients  
Maintain prescription records  
Set up and dismantle equipment  
Clean and maintain equipment  
Prepare and maintain equipment and supplies  
Process claims such as health insurance or workers compensation  
Perform general clerical duties  
Prepare and maintain cleanliness of collection areas  
Process files and paperwork  
Schedule and confirm appointments  
Manage routine office functions including reception, telephone and booking appointments  
Organize and maintain inventory

**Additional information****Work conditions and physical capabilities**

Fast-paced environment  
Work under pressure  
Repetitive tasks  
Attention to detail  
Ability to distinguish between colours  
Combination of sitting, standing, walking

**Personal suitability**

Accurate  
Client focus  
Dependability  
Efficient interpersonal skills  
Excellent oral communication  
Excellent written communication  
Flexibility  
Initiative  
Interpersonal awareness  
Organized  
Reliability  
Team player

**Employment groups**

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities  
Support for newcomers and refugees  
Support for youths  
Support for mature workers  
Supports for visible minorities

**How to apply****By email**

**[vs.eye.optometry@gmail.com](mailto:vs.eye.optometry@gmail.com)**

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [vs.eye.optometry@gmail.com](mailto:vs.eye.optometry@gmail.com)**

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