The Spec Shoppe, Inc.

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NOW HIRING!

Job Title: Part-Time Optical Technician

Location: Maryville, MO

Hours: Part-Time, Two Days per Week, 9:00 AM - 5:00 PM

About The Spec Shoppe:

The Spec Shoppe, Inc. is a family-owned business providing quality eyewear and exceptional eye care services in Maryville and Stanberry, Missouri, for more than 30 years. Our Team is dedicated to providing our customers with personalized attention and the best possible vision solutions. We pride ourselves on creating a welcoming and supportive environment for both our customers and our team.

Job Summary:

We are seeking a dependable and enthusiastic Part-Time Optical Technician to join our team. This role is perfect for someone with a passion for customer service and a desire to learn the optical field. You will play a vital role in assisting our customers with their eyewear needs, providing excellent support to our optometrists, and contributing to the overall success of The Spec Shoppe. While prior optical experience is preferred, it is not required. We are committed to training the right candidate.

Responsibilities:

- Customer Service:
  - Greet and assist customers with frame selection, adjustments, and repairs.
  - Provide knowledgeable and friendly assistance in answering customer inquiries.
  - Ensure a positive and welcoming customer experience.
  - Assist with dispensing and fitting eyeglasses.
- Optometric Assistance:
  - Assist the optometrist during patient examinations, ensuring a smooth and efficient workflow.
  - Perform pre-testing procedures, including visual acuity measurements, tonometry, and other preliminary tests, as directed by the optometrist.
  - Accurately record patient information and test results in electronic health records (EHR) systems.
- Technology Utilization:
  - Operate and maintain various ophthalmic equipment, such as autorefractors, keratometers, retinal cameras, and other diagnostic tools.
  - Utilize computer software and electronic systems to manage patient data and generate reports.
  - Be able to learn new technology quickly.
- Patient Interaction:

    - Prepare patients for examinations, explaining procedures and ensuring their comfort.
    - Provide clear and concise instructions to patients regarding testing procedures.
    - Address patient questions and concerns in a professional and courteous manner.
    - Maintain a calm and professional demeanor when dealing with patients who may be nervous.
- Administrative Support:
    - Maintain a clean and organized examination area.
    - Assist with inventory management of examination supplies.
    - Assist in the calibration and maintenance of ophthalmic equipment.
- Learning and Development:
    - Stay up-to-date on the latest advancements in ophthalmic technology and procedures.
    - Actively participate in training and development opportunities to enhance technical skills and knowledge.
    - Be receptive to feedback and demonstrate a willingness to learn.

Qualifications:

- Strong customer service and communication skills.
- Dependable and punctual with a strong work ethic.
- Coachable and eager to learn new skills.
- Ability to work effectively in a team environment.
- Detail-oriented with strong organizational skills.
- Basic computer skills.
- Optical experience is preferred but not required.

Benefits:

- Competitive hourly wage.
- Opportunity to learn and grow in the optical field.
- Friendly and supportive work environment.
- Employee discounts on eyewear.

To Apply:

Please submit your resume and a brief cover letter outlining your interest in the position to Kellan at specshoppe.maryville@gmail.com.