

Optical Assistant

Job Description



Personaleyev Swadlincote Ltd.
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Job Summary

We're looking for an enthusiastic and experienced Optical Assistant to join our friendly independent practice. You'll provide outstanding patient care, support customers throughout their eye care journey, and help ensure the practice runs smoothly. The ideal candidate will have some kind of relevant optical experience, excellent customer service skills, and enjoy working in a busy, team-focused environment with great attention to detail.

Key Responsibilities

Greeting customers, booking appointments, assisting with day to day duties.
Pre screening.
Helping customers choose their new perfect frames
.Frame adjustments and basic repairs.
Ensuring the store is kept tidy and organised.
Practice admin, filing, GOS forms, and frame stocks.

Requirements

Experience within the optical industry (manufacturing or dispensing).
Be able to offer a high level of customer service.
To be friendly, approachable and confident within the role
Have a great attention to detail
Ability to work in a fast-paced environment
Be punctual, professional and reliable.

Part time position to begin with, 18 hours per week with options for extra.
To work within a great team, have fun at work and always be learning something new.
Competitive salary based on experience

How to Apply

- Submit your CV and cover letter through one of the following:
- Email: personaleyevswadlincote@yahoo.co.uk
- Subject: Application - 'Your Name'

Only shortlisted candidates will be contacted.