

**Pullman Vision Source**, an independent optometry practice in the heart of downtown Pullman, is hiring a **Front Desk Associate**! We are looking to hire either one full time candidate or two part time candidates for this position. Our ideal hire is a charismatic and dynamic individual who wants to make a difference in the lives of our patients and friends by helping them achieve the best vision possible.

While we would love someone familiar with the workings of a health care office, we realize the best candidate may not be the most experienced, so even if you don't have health care or eye care experience, please apply. We are more than happy to train the right person! Your personality, work ethic, and ability to learn are key.

**Primary responsibilities include:**

- Providing exceptional patient care in person and over the phone by appointment scheduling, facilitating the check in and check out process, and being knowledgeable of office fees and policies
- Maintaining patient charts with up-to-date demographic information, sending and processing electronic paperwork
- Managing office flow and keeping the front office neat and tidy
- Verifying insurance eligibility and communicating benefits to patients when questions arise
- Monitoring faxes and our general email
- Assisting and supporting the doctors and other staff with administrative duties as necessary

**Successful candidates will be able to demonstrate the following:**

- Detail oriented
- Works well with a team in a busy environment
- Tech-savvy
- Strong work ethic with the ability to work with minimal supervision and make independent decisions that align with the practice's morals
- Reliability
- Ability to troubleshoot problems as they arise, providing solutions and/or escalating to the appropriate personnel when necessary
- Ability to learn quickly on the job and implement professional feedback to their advantage

Benefits for full time employees include health insurance, PTO, paid major holidays, and in-house vision care. Pay range \$17 - \$22 an hour DOE.

**To apply email a cover letter, resume and three professional references to [careers@pullmanvisionsource.com](mailto:careers@pullmanvisionsource.com).**

**If you complete the application on Indeed, please complete required Indeed skills assessments in addition to submitting a cover letter, resume and three professional references.**