



**CAREERS
AT LASIK MD**

Receptionist (Part-time)-Edmonton, AB

LASIK MD is a national provider of laser vision correction, with 30 clinics across Canada and 2 clinics in the United States. We have grown to be the leading laser vision correction provider in Canada, all because of people like you! For your experience and enthusiasm, we offer excellent career growth opportunities, a competitive salary, fair benefits and many other great incentives. If you are motivated by the opportunity to change people's lives by offering an amazing service and the chance of building your career with a leading, highly engaged and dynamic company, then what are you waiting for? **Join our team!**

LASIK MD's mission:

We give people freedom from eyeglasses and contact lenses using the most advanced technology, at an affordable price. We provide excellent personalized care and a memorable experience. You can be part of this life-changing process!

Your mission as a Receptionist

Reporting to the Center Director, the objective of the Receptionist is to provide quality service to patients arriving for their appointments as well as managing the phone lines. The Receptionist projects the most important initial image of LASIK MD in the eyes of the patients. The receptionist must make every patient feel welcome at LASIK MD whilst emphasizing the quality of our services.

Responsibilities:

- Answering to incoming patients
- Managing the phone lines
- Updating the appointment software
- Distributing messages and faxes
- Preparing new charts
- Pulling out the charts to be scanned
- Scanning of patients files
- Pulling out post-op charts for the following day
- Labeling medical files
- Calling patients to confirm their post-op appointment for the next day
- Working at our retail location when short staffed. When working at the retail location, employees will be responsible for providing exceptional quality service to prospective patients by educating them on the LASIK MD advantage, answering general questions, addressing patients concerns, and scheduling them for free consultations.

Qualifications

- Proven verbal and written communication skills
- Proficiency with Microsoft Office (Excel, Word, Outlook)



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- Capacity to work in a fast paced environment and adapt well to change
- Previous experience at front desk reception is an asset
- Customer service driven
- Capable of multi-tasking
- Interest in health services field
- Available evenings and weekends

Position details:

This is a part-time, permanent position. A competitive salary of \$17.00/hour plus bonus and fringe benefits are offered for this position. A full training is given to all new hires. Candidates must be flexible and available to work evenings and weekends (approximately 24 hours per week), an ideal schedule for students. There is a possibility of cross-training in additional positions. If you think that you are an ideal candidate for this position, please send your resume via email to lecross@lasikmd.com. Please be sure to indicate the reference number **#EDMREC11** in the subject of your application.

We thank all candidates for their interest; however only candidates selected for an interview will be contacted. No phone calls will be accepted regarding this position.

LASIK MD Values:

- We encourage continuous learning and development
- We are dedicated to excellent patient service
- We encourage opportunities for those who demonstrate excellence
- We are open to new ideas and opinions from our employees
- We are a diverse and equitable company, and all applicants are given equal opportunity.