

**Position Posting**

**Posting Date** 09.07.2017  
**Removal Date** 10.07.2017

**Posting Number:** 17-255

**Job Title:** Clerical Assistant II

**Company Description:** Dr. David Brown, O.D. - Wilmington, OH

*Internship* [  ]

*Part-time Position* [  ]

*Full-time Position* [  ]

*Postings remain active only thirty (30) days.*

**Employer:** Dr. David Brown, O.D. - Wilmington, OH

**Contact Person:** <https://www.indeed.com/cmp/Dr.-W.-Glenn-MacDonald,-O.D.-Inc/jobs/Clerical-Assistant-b1dca7fa621f3bb5?sjdu=QwrRXXKrqZ3CNX5W-09jEvZSkri5Zl4HWQEu5l0J4solcUiylzNyjszroC9qf1QcbLI8NU3Xr3pnmbstd2lrIjQ2b9lI319ZICwwVlqdchs>

**Duties:** Our busy office is interested in hiring an experienced and reliable person who can assist with general office duties.

The ideal candidate will have previous medical office experience. Experience with a multiline phone system is ideal, but not required. The right candidate will possess the ability to multitask and have excellent customer service skills. You will be responsible for providing clerical support to the Optometrist, Opticians, and other staff as needed. A successful candidate should be able to demonstrate skills such as basic medical terminology, attention to detail, basic record keeping, strong numeracy skills, and teamwork Previous Optometry office experience is a plus.

**Required experience:**

- Clerical: 5 years

**Salary:** \$22,000.00 to \$25,000.00 /year

*Please do not remove.*

*Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.*

