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# Example of Optician Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of optician. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for optician

* Communicate with school staff and parents/guardians after exams
* Assist with equipment
* Must be able to learn to fit all types of eye-wear including progressive multi-focal lenses
* Prepare and submit all daily sales reports and deposits
* Interprets prescriptions written by Optometrists or Ophthalmologists and prepares orders for optometry lab
* Provides courteous, professional optical dispensing of glasses and contact lens to patients
* Analyzes patient eyeglass prescription
* Final inspection of all lab jobs
* Manages the frame board to maintain the highest selling product and remove outdated or discontinued items
* Maintains and files daily and weekly reports for locations as needed

## Qualifications for optician

* Minimum of four years experience performing work related to optical activities and associated general clerical duties
* American Board of Opticianary Certification and a minimum of two-years, full-time Optical Department experience
* Two years optometry/ophthalmology office experienced preferred
* Maintain license, as required by state
* Strong selling skills, aimed at meeting both the store’s and self-sales targets, by following company policies
* Able to give instruction in a clear and concise manner to customers