



**Front Desk Receptionist**

Eye Care Center of Newton is looking for an energetic and friendly individual to join our patient reception team and perform front desk duties full-time in our fast-paced and growing eye care practice.

**Job Duties**

- Greeting patients
- Answering phone calls and scheduling appointments
- Filing patient information
- Taking payments

**Qualifications**

- High school diploma
- Excellent phone presence and customer service skills
- Strong organizational abilities
- Knowledge of computer systems, including Windows
- Willingness to work in a team environment
- Knowledge of optical office practices is helpful but not required

Interested candidates can email their resume to [janeccn@gmail.com](mailto:janeccn@gmail.com) or send the resume to:

Eye Care Center of Newton

Attn: Office Manager

PO BOX 1007

Newton, IA 50208