

**J. Brian Conran, O.D., S.C.**

Doctor of Optometry

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Conran Eye Care

<http://www.conraneyecare.com>

ConranStaff@gmail.com

**OFFICE MANAGER—FULLTIME**

**APPLICANTS WITH HEALTH CARE COURSEWORK OR BACKGROUND ESPECIALLY ARE URGED TO APPLY.**

The successful candidate will have an outgoing personality and good interpersonal and communication skills. The office manager must be organized and able to multitask in the management of an optometric office.

Candidate will demonstrate accuracy and conscientiousness in work performance. Primary duties include, but are not limited to billing, coding and filing of insurance claims, processing payments and preparing/mailling month-end patient statements, handling phone calls, scheduling appointments, making patient reminder calls, updating and preparing patient charts, copying patient records, data entry, closing out the books at the end of the day, and other duties as assigned.

Candidate will learn to perform visual field tests and will be taught opticianry skills which include the selling, fitting and repair of prescription glasses, training new contact lens wearers and otherwise taking care of patient needs and learn other skills unique to eye care. (Training will be provided.)

The candidate should demonstrate proficiency in word processing, math skills, and the ability to learn new software. Language abilities in addition to English, such as Spanish or Hmong, are desirable but not required.

Benefits include eye care for the manager and immediate family, paid vacation, holidays and sick leave. Hours: 8:00-5:00 Monday-Thursday, 8:00-1pm on Friday.

Please send a cover letter and resume to [conranstaff@gmail.com](mailto:conranstaff@gmail.com) or mail to the address above as we wish to fill this position as soon as possible.