

VACANCY FOR AN

OPTOMETRIST

OCTOBER 2019

Sandton Eye Clinic is pleased to announce a vacancy for an Optometrist. The appointee will report directly to the Company Director, who is also the Chief Specialist Ophthalmologist. We are ideally on the lookout for an Optometrist with theatre experience, as they will be assisting during surgeries. Willingness to be trained on, and participate in laser surgery and biometry is essential.

The role of our new staff member would be multi-faceted. They will have the opportunity to work in a highly dynamic clinic in the heart of Sandton that enjoys the patronage of many high-profile clients, including Statesmen and high-ranking officials from across Africa. It goes without saying that our new colleague will be able to engage with our clients with utmost professionalism and propriety.

Our new team member will also play an invaluable role in affiliated eye-health related businesses, including a non-profit organisation. As such, the appointee will be someone who is willing to serve in divergent capacities, across two office locations, at the behest of our directors. They need to have the capacity to absorb and assimilate immense pressure; they need to have an exceptional administrative aptitude and business acumen.

Proficiency in English is a requisite. Further knowledge of French, and/or Portuguese, is also highly favourable.

Key roles include

Ophthalmic assistance (in theatre, as well as during consultation); customer service; account management; business administration; office administration; reception duties; providing clinical consultation; participating in instrument-based photoscreening campaigns in underserved communities; retail; sales.

JOB DESCRIPTION

Office Management and Administration

Manning the reception desk

Perform core administrative functions

Processing patient information/reports/files

Filing of patient information/reports/files

Initial screening of potential customers/clients

Stock taking

Send/receive goods/shipments via courier

Open and/or close offices according to established guidelines

Readily assist Optometric and Administrative colleagues in divergent tasks

Customer Service

Deliver excellent customer service and demonstrate a high degree of professionalism

Attend to all customer-related queries

Escalate queries to appropriate departments/personnel

Account Management

Generate invoices/credit notes (SAGE)

Process patient/client accounts

Follow up on overdue invoices

Generate sales reports

Track sales

Follow up on sales leads

Network effectively with internal and external stakeholders

Draft business plans

Clinical and Surgical Assistance

Use specialist equipment for diagnosis and testing

Interpret diagnostic reports

Assist Specialist Ophthalmologist during surgery

Pre- and post-operative care

Record accurate visions

Perform accurate refractions and cycloplegic refractions

Perform diagnostic scans

Miscellaneous

Participate in vision-screening campaigns focussing on preliterate children (administration and clinical expertise)

This is not an exhaustive list of duties and you may be requested to perform any other duties deemed reasonable by your line manager(s) and Company Director.

Experience and Qualifications

2-5 Years professional experience

Registered with HPCSA

Our Offer

Opportunity to develop industry-related expertise in one of the most dynamic eye clinics in South Africa

Operate and master cutting-edge technology.

Build an esteemed, high-profile professional network.

Gain insights into divergent business practices through exposure to clinical practice, as well as independent pharmaceutical and medical device-oriented businesses.

Glean invaluable business insights and experience.

Immense career-growth and diversification opportunities

Seniority Level

Early to Mid-Career Level

Industry

Medical Practice; Medical Device; Retail

Employment Type

Full-time