PARKER
Optometrists
Established • Professional • Caring

Optical Receptionist /Assistant Required

We are looking for a new team member who is smart, outgoing and interested in fashion. They must have a good telephone manner, and be able to provide excellent customer service. They should be reliable, flexible and trustworthy.

General administration duties will include filing, accounting and the candidate will need good IT skills.

The successful applicant will be given the expertise to undertake spectacle frame adjustments, minor spectacle repairs, frame styling advice, lens product information and perform pre-screening duties.

Working hours are 9am - 5pm, two days a week, including Saturdays (9am - 4pm).

Extra days in the month may be available.

There are also further opportunities for career development.

Please pick up an application form from Parker Optometrists, 5 Wales Court, Downham Market, Norfolk, PE38 9JZ or download one from our website www.parkeroptometrists.co.uk .

Alternatively email **info@parkeroptometrists.co.uk**

Please also see our *Facebook* page for more information.

The closing date is **Sunday 25th February, 2024**