



Envision Eye Care is looking to add a new staff member to their team as they expand into their new clinic.

This individual will help with a variety of duties, including: scheduling appointments, checking in patients, verifying insurance, and assisting patients in optical.

The ideal candidate will have exceptional customer service skills, be detail oriented and organized, have proficient computer skills, be dependable, and willing to learn, grow and accept new challenges.

The selected person will work 35-40 hours per week with some Monday nights and Saturdays. Pay is dependent upon experience.

To apply for the position please email a resume to [trina@mitchelltelecom.net](mailto:trina@mitchelltelecom.net) or mail to:

Envision Eye Care  
714 S Burr St. Ste. 102  
Mitchell SD 57301