

Do you love working with people? Come work for one of Amarillo's most respected Optometric practices, Advanced Eye Care. We are looking to hire a Front Desk Coordinator to join our team. Join a fast-paced, team-oriented, highly visible medical practice with emphasis on patient care, excellence, results, and integrity.

We will consider an exceptional applicant with solid medical front office experience. You must love working with people and be an efficient multi-tasker! Must be customer service oriented in welcoming patients to the practice. High patient volume. Great work environment for the right individual!

Full-time. Must be available to work Saturdays. Applicant must have a clean criminal background, be drug free, and have verifiable employment references.