



# OREGON LIONS

## Sight & Hearing

### =Foundation=

#### **Updated 2024 Job Description for Optical Administrative Assistant**

##### **Job Overview**

The Optical Administrative Assistant plays a pivotal role in coordinating front office reception and providing support to the optical staff and programs. Representing the Oregon Lions Sight & Hearing Foundation (OLSHF) and the Eye Promise Optical shop, this individual ensures a positive and welcoming environment for all guests and team members. Hours are Monday through Friday 8:45am -5:15 pm. *Some evenings and weekends with advanced notice.*

##### **Responsibilities & Duties**

- Provide clerical support including but not limited to data entry, scanning and shipping.
- Daily opening and closing and cleaning of the optical shop and break room.
- Greet customers and start the conversation about insurance needs and assist with frame selection to successfully hand off to the optician.
- Develop basic eyeglass prescription knowledge and process eyeglass orders.
- Manage incoming call and emails.
- Manage inventory of optical supplies
- Effectively communicate the mission and logistics of OLSHF and Eye Promise Optical
- Uphold confidentiality and adhere to privacy regulations when handling sensitive information.

##### **Qualifications & Skills**

- High school diploma or equivalent; additional education or certification in office administration is a plus.
- Ability to organize, multi-task and prioritize.
- Demonstrated ability to work with efficiency, reliability, flexibility, and good humor.
- Proven ability to build and maintain relationships with a diverse array of people.
- Outstanding communication and interpersonal skills.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and general office equipment.
- Ability to lift 25-40 pounds on occasion.
- Bilingual preferred.
- Optical experience preferred.

##### **Compensation**

**Earn \$17-19.00/hour with employer-paid benefits:** medical, dental, vision, Life, AD&D, Short & Long Term Disability, OR Paid Leave. Benefit from an employer-paid progressive retirement plan starting at 4% gross wages.

**Our mission is to screen, treat, save and restore sight and hearing for those in need in partnership with Lions Clubs.**

1010 NW 22<sup>nd</sup> Avenue #144, Portland, OR 97210 | (503) 413-7399 | [Info@OLSHF.org](mailto:Info@OLSHF.org) | [www.OLSHF.org](http://www.OLSHF.org)



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**About OLSHF:**

Ranked as the #1 Top Nonprofit to Work for in Oregon (medium-sized) by the Portland Business Journal. Awarded a 4-star rating by Charity Navigator.

**How to Apply**

**Email your resume to [employment@olshf.org](mailto:employment@olshf.org) with the subject line "Optical Administrative Assistant" by Friday, March 15, 2024.** A cover letter telling us what interests you about the job will be appreciated. OLSHF does not use automated review systems, we value the unique ways applicants show their skills and personality throughout the hiring process.

**Equal Opportunity Employer:**

OLSHF is an equal opportunity employer. All qualified candidates are encouraged to apply.

Studies indicate that women and people of color may be less likely to apply for jobs unless they believe they meet every qualification. We are committed to building a diverse and inclusive organization, seeking the best candidate for the job, even if they come from a less traditional background. We strongly encourage you to apply, regardless of meeting every qualification, as job descriptions are intended to describe the general nature of the role and may be subject to change as deemed necessary by the organization.

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