

Part Time front desk/assistant needed for eye doctor office located in Fresh Meadows Queens,
Accessible by public transportation Q65, Q46, Q64, QM5,6,1,7,8.

-Days needed are: tuesdays, thursdays and saturdays 9am-6pm

-Responsibility including answering calls, making appointments, checking insurance, dispensing
glasses/contact lenses etc

-Experience preferred, but willing to train

-Must be fluent in English and willing to learn

Hourly wage \$18-24

Please email CV and salary requirements to: jingjcaiod@gmail.com