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## Full-Time Receptionist

### Position Summary

*Family Eyecare of Brighton* (FEOB) is seeking a full-time receptionist to support our growing team. This is an incredible opportunity for someone wanting to join a well-established, private practice just outside of Denver, Colorado.

The ideal candidate is a self-starter who can effectively manage their time, with an internal drive, sense of accountability, and ability to multi-task in a face-paced environment. Day-to-day responsibilities involve greeting patients upon arrival, checking patients in / out, answering phones, scheduling appointments, various billing tasks, scanning documents / making copies, responding to voicemails / emails, insurance verification, and other duties as assigned with minimal supervision at a full-scope optometry practice supported by an amazing team.

### Requirements & Qualifications

Potential candidates must possess:

- Ability to multitask & thrive in a team environment
- Vast experience handling multiple tasks all at once
- Excellent communication skills
- Commitment to continuous learning and professional development
- High school diploma or higher preferred
- Experience with *EHR: Revolution* software a plus

### Compensation & Benefits

- Competitive pay (based on experience)
  - Health insurance stipend available
  - Flexible PTO
  - Paid holidays
  - Retirement plan (401k) with employer match
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## How to Apply

If interested in this incredible opportunity, please email your resume to [info@feob.net](mailto:info@feob.net). All applications must be received by September 30, 2026. While we appreciate your interest, we will only be contacting applicants who meet the outlined job requirements.

## About the Practice

Since its inception in 1993, *Family Eyecare of Brighton* (FEOB) has become a well-established practice with a compassionate and experienced team, dedicated to providing a full spectrum of high-quality, personalized eye care for the entire family. FEOB is privately owned and operated and continues to be a thriving practice where the primary goal is to always exceed our patients' expectations, start to finish. From standard contact lens checks to an array of high-end designer frames, we provide unmatched customer service, professional eye care, and quality products all at affordable prices.

Brighton itself is a vibrant, close-knit Colorado city that values its history and embraces progress, innovation, and sustainable growth. Conveniently located 20 miles north of downtown Denver, Brighton attracts residents who want to feel like they are part of a small town while having access to the amenities of larger urban areas.

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