https://intscanada.com/job/%e7%89%99%e5%8c%bb%e8%af%8a%e6%89%80-2/

???? Dental Receptionist

Hiring organization
INTS Consulting ????????

Date posted
2023?2?10?

Description

Are you an independent self starter that is driven while working with minimal supervision? Are you confident in all aspects of dental administration such as treatment co-ordination, scheduling, and collections? Do you also enjoy spear heading other important marketing initiatives? Then this is a position for you.

Responsibilities

- Proficiency in English and Mandarin
- Ability to work evenings and Saturdays
- Comfortable working in a clinical environment with proper PPE and infection control requirements (N95 masks will be provided)
- Retail or hospitality experience is preferred
- Proficiency in computers and digital technology

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Job Benefits

Paid time off – vacation paid

Contacts

Send your resume to intsconsulting.hr@gmail.com