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???? Dental Receptionist

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

- Provide exceptional customer service (A MUST!!)
- · Assist the dentist chair-side during clinical procedures
- Set up and clean up treatment rooms
- Prepare, sterilize and maintain inventory of instruments and supplies
- Schedule patient appointments and maintain treatment records
- Communicate with patients and other professionals (in person, phone, mail, email)
- Process financial arrangements and collect payments
- · Assist with marketing projects and public relations
- · Maintain clean and safe office environment

Qualifications

- 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

Job Benefits

Paid time off - vacation paid

Contacts

Send your resume to intsconsulting.hr@gmail.com

Hiring organization

Dental Office

Employment Type

Full-time, Part-time

Job Location

Markham

Working Hours

8 hours Shift, Monday - Friday

Base Salary

\$ 15 - \$ 17

Date posted

2023?3?22?