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

Qualifications

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Job Benefits

Paid time off – vacation paid

Contacts

Send your resume to intsconsulting.hr@gmail.com