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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?