

## **Position Title: Dental Front Office Assistant**

### **Supervisor: Front Office Manager**

#### **General Purpose:**

Rapidly growing Christian charity dental practice now hiring front desk assistants for full-time hourly paid positions. Dental Front Assistant will be responsible for a number of front office duties, including scheduling, answering the phone, organizing documents, health record information collection, and more. Reliability and a strong work ethic combined with great communication skills are a must, as well as familiarity with dental office environments. Only bilingual (Spanish and English) candidates should apply.

#### **Front Office Duties and Responsibilities:**

- Greet clients and establish a positive office atmosphere.
- Organize and maintain files and records; update when necessary.
- Data collection and input in dental health record software.
- Quote prices and collect payments.
- Reschedule appointments.
- Assist Dental Practice Manager as needed.

#### **Front Office Requirements and Qualifications:**

- High school diploma or equivalent; associate's degree preferred
- Successful work experience in a front office setting or in another clerical position
- Excellent typing skills with experience taking dictations a plus
- Solid knowledge of Microsoft Office
- Outstanding English and Spanish verbal communication skills
- Great organizational and multitasking abilities