



Position Title: Dental Front Office Assistant

Supervisor: Front Office Manager

General Purpose: The Dental Front Office 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 candidates should apply.

Job 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.

Requirements:

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