



## **Dental Receptionist**

We are seeking an eager; passionate and customer service focused administrator to join our dental family. We have multiple locations within Hamilton, Ontario and have needs for a full-time team member.

Our ideal candidate is someone that has a passion for dentistry and their learning of it; is dependable; flexible; charitable; and has a desire to grow within the practice to best support our patient philosophy and values.

### **What we desire in our applicants is:**

- Desire to grow as a professional and take on new skills
- Supports & promotes dentistry to all patients
- Must be available to work some evening and weekend hours
- Strong; educational and respectful communication skills to patients and team
- Comfortable presenting treatment plans, and discussing financials with patients
- Knowledgeable in various insurance plans
- Willingness to work and participate as an active team member
- Working knowledge of ABEL dent software
- Treatment Coordinating experience

### **Job Description**

- Responsible for greeting and exiting patients
- Managing patient calls and inquiries about appointments, confirmations, amendments and cancellations
- Responsible for ensuring that the Hygienist and Doctor schedule is full
- Treatment plan cases presented to the patient
- Complete all tasks and duties assigned to front office personnel in a timely manner
- Insurance breakdown and submissions
- Other administrative duties as assigned

### **What we have to offer:**

- Competitive Compensation with incentives
- \$3.50 shift premium for any hours worked after 5pm on weekdays, and \$5.00 extra for any hours worked Saturdays
- Modern technology
- Progressive approach to dental care
- Long term; skilled teams to support your success
- Continuing education

If you are ready to grow your career, to help serve the greater Hamilton area with exceptional dental care & provide a life-changing patient experience, you are encouraged to apply. Please forward your resume & cover letter to [careers@groverdentalcare.com](mailto:careers@groverdentalcare.com). Please indicate what position you are applying for in the subject line of the email.