

Join Our Dynamic Dental Team in the Heart of [City Name]!

Are you an organized and personable individual with a passion for delivering exceptional customer service? Our thriving dental practice in [City Name] is searching for a vibrant Front Desk Receptionist to become an integral part of our team.

Position: Full-Time/Part-Time Front Desk Receptionist (Monday–Friday, flexible hours)

Location: [City Name]

Requirements:

- Fluent in English; proficiency in Spanish is a significant advantage
- Pleasant and professional phone demeanor
- Punctuality and reliability are non-negotiable
- 2–5 years of receptionist experience preferred; familiarity with [Practice Management System Name] software is a bonus
- Knowledge of insurance verification and benefits breakdown
- Meticulous attention to detail, particularly in data entry and patient information management
- Exceptional communication skills and a commitment to outstanding customer service
- Comfortable handling copayments and discussing financial arrangements with patients
- Ability to multitask and thrive in a fast-paced environment
- Availability for occasional after-hours communication and support

Responsibilities:

- Efficiently scan and manage patient paperwork within our system
- Provide courteous and informative responses to incoming calls regarding dental procedures
- Schedule appointments and conduct follow-up communications with patients
- Fill appointment slots due to cancellations or no-shows
- Input insurance treatment plan approvals and ensure corresponding appointments are scheduled
- Maintain a clean and organized reception area and workspace
- Address and resolve issues promptly and professionally

Key Competencies:

- Exemplary customer service skills
- Clear and effective oral and written communication
- Team player mentality with a focus on collaboration and mutual support
- Resourcefulness and cost-consciousness
- Ethical conduct and integrity in all interactions
- Sound judgment and decision-making abilities
- Effective time management and organizational skills
- Professionalism under pressure
- Commitment to quality and safety standards
- Adaptability to changing work environments
- Consistent attendance and punctuality
- Dependability and initiative in task completion
- Willingness to innovate and contribute ideas for improvement

If you're ready to embark on an exciting career journey with us and contribute to our mission of providing top-notch dental care, apply today! We look forward to welcoming you to our team.