Dental Front Office Receptionist Job Template

Our dental practice located in Insert City and State is seeking a **Dental Front Office Assistant / Dental Receptionist** to join our amazing team!

**Duties for our Dental Front Office Assistant / Dental Receptionist include:**

* Greetings all patients with a warm and welcoming smile
* Checking in and checking out patients
* Scheduling appointments
* Answering the phones in a timely and friendly manner
* Recare calls when needed
* Any duties the Office Manager or Dentist request assistance in.

**To be considered for this position** please have at least 1 full year of working in a dental practice, be reliable, friendly and customer service oriented.

**We offer our Dental Front Office Assistant / Dental Receptionist the following benefits:**

* Great Compensation ($15 to $20/hr)
* Paid time off
* Paid Holidays and Paid Sick/Personal Leave
* Room for upward growth and personal development
* 401k
* Dental
* Medical allowance

**Please note:** unfortunately, we will not be able to interview anyone who does not have dental experience.

We would like to fill this Dental Front Office position right away! **Apply now!**