Dental Office Manager Job Template

Our dental practice located in Insert City and State, is searching for a new fearless leader to step in as our **Dental Office Manager**.

This is a full time position, Insert Hours, example: Monday to Thursday 8AM to 5PM and Fridays from 9AM to 3PM.

**To be considered for our Dental Office Manager position you must have:**

* At least 3 years of experience working front office in a dental practice
* Experience with billing and treatment planning with PPO and HMO insurances.
* The desire to build and develop strong leadership skills
* The ability to work closely with doctors to strategize and build an awesome practice.

**Benefits for our Dental Office Manager position include**:

* Excellent pay $23 to $28/hr
* Medical Allowance
* Dental
* Paid time Office
* Bonuses
* 401K

**Duties include**:

* Supervising both front and back office staff to ensure top quality care for our patients.
* Making sure production and hygiene schedules are optimized to meet our goals.
* Submit claims and manage our accounts receivable.
* Ensure all OSHA guidelines are met.
* Run all team meetings including morning huddles.
* Delegate duties to staff to ensure all daily tasks are completed.

We are looking to fill this position as soon as possible. **Apply today!**