



JOB DESCRIPTION

Job Assignment: FRONT OFFICE PERSONNEL

Are you looking for an exciting new career? If so, Neighborhood Dental is looking for you! We are seeking an outgoing, friendly people person with a great attitude to work in our professional office. The right candidate must have exceptional customer service skills and be proficient with a multi-line phone system. The person we are looking for needs to be a team player who is self-motivated, hardworking and can multi task.

Responsibilities:

- Greeting and scheduling patients
- Collect payment from patients at time of service
- Verify and update patient information
- Verifying insurance eligibility
- Payment posting
- Daily duties to support the clinic and doctors as needed

Dependable and reliable candidates must meet the following criteria for consideration:

- 1 year minimum dental front office experience
- Computer proficiency
- Knowledge of dental terminology
- Dentrix software knowledge

Experience preferred but strong candidates will be considered.

Job Type: Full-time

Benefits: We offer a very competitive benefit package: employer match 401K, health insurance, free dental care, PTO, monthly bonus incentive, paid holidays, uniforms, in-house continuing education (CE), and a competitive salary!