



<https://toothzone.ph/?jobs=dental-staff>

Dental Staff

Employment Type

Full-time

Description

Tooth Zone Dental Clinic is now hiring Dental Staff to join our team!

Responsibilities

Dental Staff work at the 'front line' of dental practices, as the first point of contact over the phone or on arrival. You will be booking in new patients, greeting visitors, sorting out appointments, and undertaking other non-clinical tasks of an administrative nature.

Other duties and responsibilities of the role include:

Dealing with calls from patients and calling them if appropriate.

Writing to them where necessary to chase payment or sending out reminders that they need to be seen for routine check-ups or further dental treatment.

Using a diary/ computerized diary system to book, switch, and cancel appointments.

General administration tasks, such as photocopying, scanning, faxing, printing, and sorting/filing/sending forms.

Handling payment from patients (cash, cards, and cheques).

Job Type: Full-time