

Requirements for all Position's

Winning Smiles Dentistry is looking to add experienced professionals to our Winning Smiles Team who love to work hard, have fun, and want to spend their time bringing people together in the spirit of having "The Perfect Healthy Smile" and living large and saving money. Our Winning Smiles Dental practice provides children, teens and adults with "That Perfect Healthy Smile" using comprehensive dental healthcare services, patented LUMISmile Den-Mat products and technologies, incredible customer service, best-value promotions, internal and external marketing, social networking, technology and power point skills. The front office personnel, insurance coordinators and patient care financial departments answer the telephone, greet patients, assist with insurance benefits, develop, encourage and schedule dental appointments for the coolest and best-value customers within the greater Tomah area, West Central Wisconsin region, state and world. Certified dental assistants and treatment coordinators assist the dentist & hygienist in providing exceptional comprehensive dental services to the public within the treatment rooms.

Everyone is Winning Smiles Dentistry's concierge and ambassadors for "The Perfect Smile with Optimal Dental Health". These positions offer a good base wage (commensurate with experience) plus incentives based on skills, production, revenues, and contributions to the Winning Smiles Dentistry efficiency and practice growth. As the practice grows so shall the employees share in the growth success.

Winning Smiles Dentistry is looking for enthusiastic professionals with a proven record for clearly defined career successes, dedication to the dental healthcare profession as a career, individual contributions to the growth of their past employer's business, quality front desk and treatment room management, customer service relations excellence and superb business development principles to join our team.

Front office personnel must have experience in business operations, office administration and management, local marketing and promotions, internal and external marketing, secretarial responsibilities, social networking, the importance of positive attitudes and first impressions, and an ability to create win-win outcomes for everyone are essential. Minimum of 3 or more years of successful employment, business development experience and customer service relations success (especially people skills and quality telephone technique) required.

- All positions requires individuals to be a "people person" - knowing how to get into the hearts of people,
- Willing to learn the Winning Smiles Dentistry system culture way for "That Perfect Healthy Smile", live it and promote it,
- Be a team player willing to accept new ideas and make rapid changes,
- Not self-serving,
- Good attitude,
- A commitment to skillful teamwork,
- Work well with patients, customers, employees and people in authority and leadership (board-of-directors),
- Meet deadlines and goals,
- Takes on delegated responsibilities,
- Possesses individual initiatives,
- Dental healthcare career-minded,
- Leadership skills at all decision-making levels following the company's board-of-directors leadership & vision for the practice,

- Great communication skills to deliver the Winning Smiles Dentistry message of "The Perfect Healthy Smile" to children, teens and adults",
- Self-motivated professionals that can exceed goals, production expectations and job responsibilities within the Winning Smiles Dentistry culture,
- Work with minimal supervision while maintaining focus, productivity and meeting practice deadlines,
- Flexible and able to quickly adapt to new situations & new practice situations.
- Excellent computer, technology, power point skills,
- Secretarial proficiency in typing, grammar, dictation, spelling, letter writing, computer skills, power point...,
- Ability to use the internet as a tool for practice growth,
- Interest in social media for company success,
- Ability to focus all your energies, abilities and commitment to your job title and job responsibilities with accountability,
- Ability to brain-storm out-of-the-box thinking, "go above and beyond" expectations; and yet, sprinkle the work day with fun,
- Must adapt easily and quickly to ongoing change and new technology for the advancement of the public's dental health, practice and employees.
- Sourcing and management of potential leads using multiple sources including online,
- Team hunting, finding and closing transactions via the telephone and within the dental office,
- Ongoing management, efficiency of front desk operations, schedule appointments,
- Secretarial support for the dental office departments,
- Pre-appointment and post-appointment calls,
- Daily, weekly and monthly prospects, call numbers, educational pipeline, marketing and reporting successes to management,
- Facilitating the necessary documentation within the respective departments in conjunction with other office operations,
- Meeting monthly, quarterly and annuapractice goals,
- Meeting's participation using brain-storming principles with out-of-the-box thinking minus emotions & self-serving interests,
- Responsible for bringing practice growth suggestions, ideas...to the board-of-directors,
- Must be able to be a Winning Smiles Dentistry teamplayer.