

Requirements for all Position's

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.

Certified dental assistants and treatment coordinators assist the dentist & hygienist in providing exceptional comprehensive dental services to the public within the treatment rooms. 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.

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.

Work well with patients, customers, employees and people in authority and leadership. Meet deadlines and goals, takes on delegated responsibilities, and possesses individual initiatives, 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.