

MANITOBA START JOB OPPORTUNITY BROADCAST (J.O.B.) ADVERTISEMENT

POSITION	DENTAL RECEPTIONIST
JOB NUMBER	3802
NUMBER OF POSITION/S	2
NOC CODE	1414
CLOSING DATE	2020-10-23
LOCATION	TBD
ACCESSIBLE BY TRANSIT	Yes
HOURS PER WEEK	35
HOURLY WAGE RANGE	\$16.00 - \$20.00
JOB TERMS	Full time
JOB DESCRIPTION	Employer is looking for someone with a very positive attitude, who is very friendly and approachable, able to work independently, reliable, able to multitask efficiently and outgoing. Applicants with prior dental experience are preferred and will be considered first although not mandatory.,
JOB DUTIES	<ul style="list-style-type: none"> - Using computers to update electronic patient records. - Assisting with front office tasks as needed. - Greeting visitors. - Scheduling. - Correspondence. - Running errands, - Stocking supplies. - Sorting and sending mail.
QUALIFICATIONS, REQUIREMENTS & SKILLS	Dental receptionist: 1 year (Preferred).
APPLICATION PROCESS	Send targeted resume Apply through your CC
APPLICATION DETAILS	Please kindly send your TARGETED resume to your CARER COACH via e-mail. Please indicated the job number and the title in your application.
JD	Norm Mayer