



# Dental receptionist

## Description

### Overview

### Languages

English

### Education

- College/CEGEP
- or equivalent experience

### Experience

7 months to less than 1 year

### Work setting

- General office

### Duties

- Greet people and direct them to contacts or service areas
- Provide basic information to clients and the public
- Obtain and process information required to provide services
- Operate switchboard or telephone system
- Order office supplies
- Record and relay information
- Schedule and confirm appointments

## Closing Date

February 9, 2024

## Categories

Rural Opportunities

## Employer

Aurora Dental

## Location

Central

## Address

50 Selkirk Ave Thompson, R8N 0M7

## Job Type

Full-time

## Education Level

College

## Wage

\$24.00 - \$27.00

## Email



- Send invoices
- Maintain work records and logs
- Receive and issue payments
- Perform clerical duties, such as filing and sorting and distributing mail
- Answer telephone and relay telephone calls and messages
- Arrange teleconferences
- Calculate billing charges
- Monitor mobile radio or telephone
- Provide directory assistance
- Provide emergency services
- Relay service to persons with disabilities
- Perform data entry
- Provide customer service
- Perform basic bookkeeping tasks

## **Qualification**

## **Experience and specialization**

## **Computer and technology knowledge**

- Electronic medical records
- Electronic scheduler
- Word processing software
- MS Office
- Social Media
- Accounting software
- Electronic mail
- Spreadsheet
- MS Access
- MS Excel
- MS Outlook
- MS PowerPoint
- MS Word
- MS Windows