



# Dental Receptionist

## Description

### Join Our Team! Dental Receptionist Position Available

Are you a detail-orientated and friendly individual with dental experience?

We have an exciting **term position** (18 months) for a **Dental Receptionist**, with the possibility of transitioning into a permanent full-time role!

**Position:** Term (18 months) Dental Receptionist (with potential for Permanent Full-Time)

**Location:** Lakewood Dental Centre in Southdale

**Schedule:** 5 days a week, no evenings or weekends!

### Why choose us?

- Well-established practice with over **40** years of trusted service
- **Over 1000 Google reviews and a 4.9 - star rating** - our patients love us
- **Competitive Compensation:** We value your expertise and reward it accordingly.

## Closing Date

May 22, 2026

## Categories

Health

## Employer

Lakewood Dental Centre

## Location

St. Boniface

## Address

120-40 Lakewood Blvd  
Winnipeg, R2J 2M6

## Job Type

Full-time

## Education Level

Other

## Wage

\$20.00 - \$30.00

## Email

### **What We're Looking For:**

- A friendly and organized individual with **dental office experience** (preferred)
- Excellent communication and multitasking skills
- A team player who thrives in fast-paced environment
- Someone who is passionate about providing exceptional care

### **Your Role will include:**

- Greeting patients and making them feel welcome
- Managing appointments and scheduling with efficiency
- Handling patient billing and insurance verification
- Ensuring smooth operations in a busy dental office

If you're ready to join a supportive team and help provide outstanding care, we'd love to hear from you!

**Apply Today for a Great Opportunity with Potential for Growth!**

Contact Tanya at  
admin@lakewooddentalwpg.com

We look forward to meeting you!