

Hill Avenue Dental



Generations of healthy, beautiful smiles

Business Administration position

Can people hear the smile in your voice? Are you passionate about making a difference in others' lives and being the best you can be? Our established dental practice is looking for an upbeat, enthusiastic person to join our dental family. We prioritize creating an atmosphere where we enjoy coming to work. We place a strong emphasis on our core values, fostering long lasting relationships with fellow team members and our patients.

This opportunity requires someone who is highly organized, detail oriented, and loves building relationships with others. Qualifications include proficiency using a computer, the ability to learn things quickly, and very strong work ethic. The experience working with quick books, Eaglesoft dental software, billing insurance companies, and assisting patients with scheduling and financial arrangements is a plus but not a requirement.

The ideal candidate will have at least 2 years of administrative experience, and be very skilled at assisting patients with their concerns both in person and over the telephone.

In return for your exceptional patient skills and attitude, we offer a rewarding compensation package with benefits:

Benefits:

- Competitive starting salary

- 401(k) w/employer contribution
- Family Dental care benefits
- Paid time off
- Amazing team to work with

Job Type: Full/Part time

Salary: TBD by experience

Please send us an email at, hillavenuedental2101@gmail.com, with your resume, contact information, and 3 reasons why you think you're perfect for this position. Qualified candidates will be contacted by email for the next step. We look forward to hearing from you.

Get excited about dentistry and come be a part of our outstanding team!