



# Aberdeen Street Dental Care

**Position:** **Part- Time Dental Receptionist**

**Key Responsibility:** **Responsible for the smooth operation of a busy dental reception and office providing a quality service.**

**Reports to:** Kathryn Krein, Jean- Pierre Devenish

**Direct Responsibilities:** All duties relating to reception, *including:*

- Welcoming patients and visitors.
- Making and confirming patient appointments for dentists and therapist.
- Patient accounts; receiving and processing Cash, Eftpos and Direct credit payments
- Following up on overdue accounts
- Making and receiving telephone calls
- Filing & Archiving of Records
- Liaising with Dental Laboratories and arranging couriers
- Word processing and email correspondence for dentists and therapist.
  
- Housekeeping and daily cleaning as per practice procedures
- Ordering and maintaining stationery supplies
- Daily banking and post

**Other duties:** As directed by the practice manager;

- Collating Statistics/ Monthly Reporting
- Reconciling Petty Cash
- Liaising with hospital regarding theatre coordination
- Liaising with IT provider & software helpdesk
- Advertising and promotional materials

**Essential Skills and Attributes:**

- Excellent people skills with a passion for patient care
- Efficient in computer and word processing skills and use of Microsoft outlook
- Professional Telephone manner

- Attention to detail and accuracy with filing; numbers and spelling.
- Excellent communication skills
- Enjoys working in a team and shows flexibility
- Excels at working in a busy environment and multi- tasking

**Desirable Skills:**

Previous experience in a dental or medical practice is preferable but not essential.

**Hours:**

**This is a Part-time position.**

Hours will be rostered to fit the need of the practice and the successful applicant. The position will be 8 days a fortnight- which will include evening work to 8pm every Thursday.

***The position is not suitable for someone looking for school hours.***

**If you are interested in joining our team;** Please return your resume with hand- written covering letter to the attention of **Kathryn Krein**.

Applications Close: 14<sup>th</sup> December 2018

We will contact the successful applicants for interview arrangements ASAP from this date

*Thank you for your interest in our Practice.*

