

## Job Details

Full-time

Wage per hour \$18-22 (commensurate with experience)

175 Lakeshore Drive, North Bay, ON, Canada P1A 2B3

Guy Dentistry is a fast-paced, productive dental office requiring a compassionate, reliable team member for the front office. We are a patient-centered practice where clients are valued and provided with high-quality dental care in a kind, professional environment. We strive to form genuine and lasting relationships with our patients. We achieve our high standards through use of effective communication, dedication, positivity, and a solution-focused culture that values the contributions of team-mates.

The Practice Administrator is the first point of contact for the patient. They support the team in creating a pleasant atmosphere while maintaining patient confidentiality. You will need to demonstrate strong communication skills, organized work habits and practiced customer service knowledge.

### **Job Description**

It is important that the successful candidate is able to maintain professionalism in a busy environment. You will establish a safe and comfortable front office area, greet patients, maintain COVID protocols, schedule and confirm dental appointments, correspond with the hospital, communicate effectively with patients, liaise with insurance companies and take payments. Knowledge of dental office procedures and Dentrax is preferred.

Send resume to Dr Michael Guy at [drmikeguy@gmail.com](mailto:drmikeguy@gmail.com)