



Employment Opportunity

Location: River Dental

Schedule: Flexible – Full time or part time hours are available

River Dental is currently looking to hire a Patient Service Coordinator to join our busy and well-established practice overlooking the beautiful South Saskatchewan River. Joining a strong team of dental professionals, the Patient Service Coordinator will have the opportunity to not only work with, but to learn from the best!

The successful candidate will have a passion for building strong patient relationships and contributing to their ongoing oral health.

What's in it for you:

- Exposure to a large network of dental professionals
- Growth and development opportunities
- Practice specific social events and community involvement

Responsibilities

- Being the first and last positive impression for the patient
- Ensure that each patient visits run as smoothly as possible
- Responsible for optimizing the appointment schedule by ensuring the day is full, with limited gaps
- Effectively manage recall system and accurately maintain patient database
- Establish genuine rapport with patients

About you:

- Past dental office experience is preferred
- Outgoing and positive personality, able to provide excellent front-desk service to patients
- Strong computer skills with experience using dental software preferred
- Strong organizational ability and customer service oriented
- Eager to learn and be a part of a great team

**If you're interested in this opportunity, please email your resume to
Joanne@riverdental.com**

**River Dental
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