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## Dental Office Manager (san mateo)

We are looking for an enthusiastic, caring, energetic individual with great communication skills to join our dental team. Dental experience as a treatment coordinator or office manager is required. Knowledge of Dentrix is a plus. You will be responsible to coordinate schedule to production goals and overall management of team.

### MANDATORY PREREQUISITES:

- Impeccable presentation
- Able to easily communicate with people, extrovert (If you are shy and have difficulties communicating with people, this is not a position for you).
- Able to multi task
- Good organizational skills
- Ability to reason and carry out instructions and trouble shoot problems

### MAJOR DUTIES AND RESPONSIBILITIES:

- Knowledge of administrative and clerical procedures and systems.
- Greet guests and determine nature of visit to the office and process appropriately.
- Responsible for accounts payables and receivables
- Schedule new and follow-up appointments
- Creating treatment plans and presentations

If you feel you are the right candidate for this position, please send your cover letter, photo, and resume. We look forward to hearing from you soon!

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers



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