Front Desk Assistant Opportunity

Position Description

A small private dental practice in Hamden is seeking a pre-health student to work as a Front Desk Assistant. Students who have done well in our office go on to good dental and medical programs in the U.S. We offer letters of recommendation and mentoring to star members of our team. This position involves direct patient contact.

Responsibilities include:

- Scheduling appointments
- Updating patient charts
- Calculating co-pays
- Verifying insurance coverage
- Preparing & presenting treatment plans
- Dental billing

Position requirements:
1. Must be enrolled in a four-year college, or hold a college degree.
2. Must have good professional and interpersonal skills.
3. Must be a team player, reliable, and honest.
4. Prior experience as a dental/medical assistant a plus, but not required. Training will be provided.
5. Must commit at least 1 year

Time Commitment
Part-time (15-20 hrs/week) or Full-time (35-40 hrs/week)
Mon. to Fri. and every other Saturday
Minimum commitment of one year, ideally two years

Compensation
TBD

Apply
To apply, please email your CV/resume and cover letter to expertdentalmanager@gmail.com with subject line, “Pre-health Front Desk Assistant”