

## Scheduling / Patient Coordinator – Mar 2024

We are looking for a positive and friendly Scheduling/Patient Coordinator to join our team at our private and state of the art general dentistry practice.

Outstanding candidates set themselves apart with:

- Commitment to professional and personal development.
- Outstanding customer service and patient care.
- Microsoft Office Suite and Dentrix experience.
- Problem solver with the ability to oversee multiple projects and activities.
- Excel in forward thinking to anticipate the needs of the doctor as well as the patient.
- The ability to be collaborative, supportive, and respectful with the team.
- Energetic and positive professional bearing in person and on the phone.
- Excellent written and verbal communication skills.
- Preference will be given to those with dental experience.

We are a small business (not a large corporation) with a vision for growth, and a focus on serving our patients by developing the people that serve our patients. We have core values of gratitude, excellence, stewardship, and harmony. We self-manage by reporting our results, celebrating our victories, and then modifying our systems as needed. The new age of dentistry requires us to compete by providing an outstanding patient experience. We are a VIVOS provider and focus on airway as a contributing factor to dental health.

You can learn more about us by visiting our website and viewing this video about our culture

<https://www.youtube.com/watch?v=49qb6sMojh8>

If you possess these attributes and skills, please email your resume with references and a cover letter indicating why you want to work in our dental practice and how you would apply your knowledge and experience to help patients.

### BENEFITS

- Full-time position
- Four day work week with alternating 4 day weekend- (7:30 a.m. - 5:30 p.m. 1 hour lunch)
- Comprehensive benefits package including Medical, Dental, Retirement Plan, PTO
- Compensation based on experience and results (\$38,000 - \$48,000)

Please send a resume and cover letter to [DofOperations@dental-horizons.com](mailto:DofOperations@dental-horizons.com) to apply and for more information.