

Admin Assistant – Dual Position

This position is for someone who enjoys helping people to improve their lives and health. Characteristics and skills to succeed in this position are:

- at least two years dental front-office experience
- previous exposure to chairside assisting
- understanding of dental procedures and their application to improve dental and overall health
- comfort with computers in a contemporary digital office environment
- must be self-directed and team-oriented
- attention to detail
- ability to multi-task
- willingness to learn and contribute to a team
- excellent communications skills (both written and verbal)
- being responsible in all administrative office actions such as
 - o communications by phone and in person
 - o creating treatment plans
 - o scheduling, filing insurance claims
 - o accounting
 - o payment for services.
- Experience with CDT codes preferred, but not necessary

A health-centered lifestyle is required. Salary, benefits, and retirement commensurate with experience. All inquiries are confidential. If you are interested in joining our team, please send resume to <employment@grabedentalhealth.com>