

**Dentist Name/Office: North County Oral & Facial Surgery Center**

**Location of office: 839 E. Grand Avenue, Escondido**

**Phone # 760-432-8888**

**Contact Email: [egomez@ncofsc.com](mailto:egomez@ncofsc.com)**

**Job Description:**

We are an Oral and Maxillofacial Surgery practice looking to add to our team a team-player who is energetic, versatile and computer savvy.

Duties includes scheduling for production, acting as a liaison with referring offices, and providing exceptional customer service with patients and visitors to the practice. You must be also able to stay calm under pressure and interact well with others as well as be able to apply common sense in making decisions.

**Requirements:**

- Oral surgery experience is preferred. Will consider other dental specialty experience.
- Excellent phone skills
- Prefer 1 year administrative experience in a group practice setting with an emphasis on electronic medical records, digital xray, and clinical operations of an oral surgery practice.
- General knowledge of the dental & healthcare system, including scheduling for production, treatment presentation, insurance benefit explanation, dental procedures, reporting to and communication with physicians and staff.
- Must possess the following skills: Computer & technical; written and verbal; proficiency with Microsoft Word, Excel & Outlook; initiative, judgment, problem solving and decision making; ability to follow instruction & policy, organization and follow up.
- Full Time Monday through Thursday 8:00am-5:00pm and Friday 8:00am-2:00pm. Occasional commute from Escondido to Rancho Bernardo and Encinitas.

As the leading oral surgery practice in North San Diego County, we offer all the benefits of a large network but finds its greatest strength in the many talents of our employees.

Please submit your resume with a cover letter for consideration.