

Dental Assistant

We are a private family-owned orthodontic practice seeking a dental assistant to join our team! Our office is well established, modern and conveniently located. We truly value our staff and offer team building and continuing education opportunities. Our goal is to provide you with a welcoming and comfortable office environment with a highly trained team to work with. Apply at ariana@drmelanieorthodontics.com

Schedule: Full Time, Monday - Thursday with the possibility of adding Friday

Compensation Package:

- \$20 to \$27 (DOE)
- Bonuses
- Medical & Dental coverage
- 401k
- Paid vacation and holidays

Duties and Responsibilities:

- Welcome all patients with a warm and welcoming smile
- Ensuring all orthodontic instruments and equipment are properly sterilized
- Taking digital scans, photographs, and x-rays of patients' mouths and teeth
- Maintaining accurate patient records
- Assisting with orthodontic procedures
- Providing proper oral hygiene practices and braces aftercare

Requirements and Qualifications:

- *Orthodontic experience is preferred, not required*
- Passionate about providing outstanding customer service
- Strong ability to build effective working relationships and connect with patients, parents and team members
- Works well within a team and is able to multitask