

## Dental Scheduling Coordinator

We are a private family-owned orthodontic practice seeking a **Dental Scheduling Coordinator** to join our team. Our office is well established, modern and conveniently located. We truly value our staff and offer team building. Our goal is to provide you with a welcoming and comfortable office environment with a highly trained team to work with. Ortho experience is preferred but not required. Otherwise, we would like one year of customer service experience from another industry.

This role is a greeter role and often the first face patients see when they walk through the door. This person should be warm, inviting, friendly, a people person, and also be detail oriented to manage multiple phone calls, texts, and patient check ins at the same time. We also have two locations. The first is 10432 Reserve Drive #114, San Diego CA 92127. We are in this office 12 days a month. The second location is 16236 San Dieguito Road #4-12, Rancho Santa Fe CA 92067. We are in this office 2.5 days a month. Please be available to work at both offices. Apply at [ariana@drmelanieorthodontics.com](mailto:ariana@drmelanieorthodontics.com)

### **Schedule:** *Full Time*

- Mon 8:45am- 5pm
- Tuesdays 8:45am- 5pm
- Wednesdays 6:45am- 3pm
- Thursdays 8:45am- 5:30pm
- Fridays 8:45am- 1pm

### **Compensation:**

- Competitive pay, doe
- Medical/dental insurance options
- Uniforms provided
- Team building days
- Positive work environment
- Paid for CE credits