Our growing boutique, cosmetic dental practice is seeking an energetic, organized Full Time Front Desk Greeter (Receptionist) to join our team. Located right on Central Park South, we are close to everything and are in a sleek, modern facility.

The candidate must have excellent communication skills, an outgoing personality, a great presentation and feel passionate about their responsibilities. Knowledge of dentistry and the ability to communicate dental needs is an absolute must!

Responsibilities include but are not limited to: greeting patients, checking them in/out, providing above and beyond customer service, collecting appropriate paper work, appointment confirmations and a strong attention to detail and initiative are critical.

We offer our patients multiple dental specialties. We are in the process of growing and would love to have someone join our team.

We offer our staff:

* Medical Insurance
* In-house Dental Coverage
* Vision Insurance
* Paid Vacation
* Sick Days
* Discount Gym Membership and
* Staff Outings

We are looking for a Rockstar to join our team that will be able to work extended hours as needed, Saturdays and be an all-around team player. Starting salary will be $13 - $14 per hour during the initial probationary period.

Requirements for this position:

* 3 years minimum of experience in the dental field
* Experience with Open Dental/Dentrix Software