

Job description

EXPERIENCED DENTAL FRONT DESK COORDINATOR (PARKLAND)

Do you have dental front office experience? Do you enjoy working with children? Do you thrive in a fast-paced, high energy, dental clinic environment? If you answered “yes” to these questions, you may be a great fit at Lindquist!

Lindquist Dental Clinic for Children (LDCC) has an immediate opening for a talented and energetic front desk coordinator at our Parkland location. With 15 operatories, we are a busy, fast paced, and child-centered clinic. The ideal candidate must be able to multi-task while maintaining a positive and friendly attitude. Must be a quick learner as well as computer literate. Must have at least three years’ experience in a dental office. Thorough knowledge of Dentrix required. Bilingual is a plus. Must have excellent customer service skills.

LDCC is a growing private, non-profit dental practice dedicated to providing accessible, compassionate, and effective dental care to South Sound children and young adults in need (0 through 20 years). We turn no child away due to inability to pay.

Requirements

- Extensive dental front office experience
- Must have thorough knowledge of Dentrix patient charting/scheduling software
- Dental Assisting background
- Computer literate
- Excellent customer service skills
- Able to multi-task
- Quick learner
- Bi-lingual, a plus

If you are interested and meet the minimum requirements, please send a cover letter and resume to: frontdesk@lindquistdental.org.

Job Type: Full-time

Salary: \$19.50 - \$24.00 per hour

Generous Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

- Vision insurance

Healthcare setting:

- Dental office

Schedule:

- 8 hour shift
- Day shift
- Monday through Friday
- Rotating weekends

Ability to commute/relocate:

- Reliable commute plan or plan to relocate before starting work (required)

Experience:

- Customer service: 1 year (preferred)
- Medical terminology: 1 year (preferred)
- Computer skills: 1 year (preferred)

Work Location: In-person, Parkland, WA