DR. MICHAEL DINCAU, DDS

WE ARE HIRING

OFFICE ASSISTANT

This Dental Practice treats all who seek our services with integrity and the utmost of respect and courtesy.

Part time hours are available on Monday, Tuesday, Thursday and alternating Wednesday's. Wage is negotiable.

Responsibilities:

- Answering phones
- Scheduling patient appointments
- Billing and accounts receivable
- Doctor, patient and staff support
- Ordering and organizing office supplies
- Running reports for Administrator

Requirements:

- Pleasant personality
- Team player
- Good communication skills
- Adaptability
- Attention to detail
- Personal value of dental health and how it relates to one's overall health
  *Dental terminology training provided*

INTERESTED INDIVIDUALS

If interested please inquire via email:
pldincau@charter.net - Attn: Penny

All qualified applicants considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status. EOE