



### **Full Time Dental Receptionist**

- **Excellent Friendly Team Environment**
- **Permanent Full Time Opportunity**
- **CBD & Kingsway locations**

**Lifecare Dental** provides state of the art technology, treatments and a comprehensive range of services. With a focus to be available more than any other practice.

We are currently seeking an enthusiastic Receptionist to join our team. The successful candidates will enjoy dealing with patients and will assist in coordinating the daily reception functions of our practices, ensuring a seamless process for our patients.

**Enthusiasm and excellent customer service is essential - the applicant will be expected to perform the following daily duties:**

- Be the “face” of our practice
- Answering phone enquiries
- Greeting and assisting patients
- Making patient appointments
- Checking, processing & managing customer accounts
- Entering & maintaining an accurate patient database
- Liaising with clinical staff re patient care

**The successful applicants will bring to the practice the following attributes:**

- Reception experience is highly desirable
- Medical or dental experience is highly desirable
- An ability to multi-task and work well as part of a team
- An Empathetic and friendly personality
- Excellent communication and customer service skills
- Able to work across a 7 day 8am-8pm roster

You must be an Australian Citizen or Permanent Resident to apply for this role. If you are interested in applying for this position, please submit your resume and cover letter to Janine Young at [recruitment@lifecaredental.com.au](mailto:recruitment@lifecaredental.com.au)

For more information about Lifecare Dental go to [www.lifecaredental.com.au](http://www.lifecaredental.com.au)