Dental Receptionist

Liang's Dental PLLC is seeking to hire a full-time Dental Receptionist in Chinatown.

Pay:

15-$22/ per hour

Job Description:

A dental receptionist is a perfect bridge between doctor and patient care communication. They help to answer phone calls, facilitate scheduling, and check laboratory inquiries. He/she also checks patient insurance policies and collects payments, etc...

Requirements:

Must speak both English and Chinese. Basic computer skills. Must be hard working and a team player.

Benefits:

Paid major holidays and vacation times.