



## Sample Job Advertisements

### Dental Assistant/Registered Dental Assistant/RDAEF

#### **Caring Registered Dental Assistant Wanted**

Our prevention-focused dental team is looking for a caring, enthusiastic and dependable dental assistant. The position is approximately 24 hours per week, Tuesday through Thursday in \_\_\_\_\_. The successful candidate must be detail-oriented, learn quickly and enjoy working with patients of all ages. If you possess these qualities and are committed to excellence, please send your resume with cover letter by fax to: 555.333.1111 or email: dentalpractice@xxx.com.

#### **Full-Time Dental Assistant Wanted**

Full-time (four days a week) registered dental assistant needed for a very busy state-of-the-art (endodontic) office. We are looking for someone who is flexible, reliable, able to learn quickly and has a good disposition.

Excellent benefits including medical, dental, vision and disability insurance, vacation and sick leave and 401(k) await the right applicant. Please call Cathy at: 555. 333.1111 or email your resume to: dentalpractice@xxx.com.

#### **New Practice Looking for a Dental Assistant**

Are you motivated and excited about patient care? We are a beautiful brand new GP dental office located in \_\_\_\_\_. We are seeking someone special to grow with our practice. We value our team and we want our employees to enjoy coming to work. If you think you have something that sets you apart from the rest, please apply! We are waiting to hear from you.

Dental experience is required but hard working new graduates and interns are welcome to apply. The position is part-time with the potential to turn into full time as the practice grows.

Please submit your resume via email at: dentalpractice@xxx.com. Please include resume, cover letter and professional references.

#### **Orthodontic Assistant Wanted**

Dr. \_\_\_\_\_ is offering a rare and exciting opportunity for the right person to join our team! We are a busy orthodontic practice serving the best families. We are an experienced and positive team that takes great pride in our high level of service. Dr. \_\_\_\_\_ is a caring employer who offers a great compensation package. The terrific team member we are looking for needs to be outgoing and motivated with strong communication skills and previous experience. We care for our patients Monday through Friday from 7 a.m. to 4 p.m. Please email your resume attached as a Word document to: dentalpractice@xxx.com or fax: 555. 333.1111. To learn more about us visit: www.orthopractice.com.

Interviews are being scheduled, so send your resume today! We look forward to meeting you.

#### **RDAEF Wanted**

Fun and energetic dental office is looking for a motivated and skilled full-time dental assistant to join our team! We offer top wages and benefits. If you are a fully expanded dental assistant eager to work hard and have fun, please call Cathy at: 555.333.1111 or you can fax your resume to: 555.333.2222. Only respond if you have expanded duties and previous dental experience.

## Dental Hygienist

### **Create Your Own Schedule**

Fast-paced office seeking full-time dental hygienist. If you are not a morning person, take our late shift or start early and pick up your kids from school. This fast-paced, growing practice is seeking a caring, enthusiastic hygienist to join our dental team. For more information, call Cathy at: 555.333.1111 or email your resume to: dentalpractice@xxx.com.

### **Dental Hygienist Wanted**

\_\_\_\_\_ Dental Group is looking for an experienced hygienist to work four days/week in our state-of-the-art practice. Our office is equipped with digital X-rays, digital charting and intraoral cameras. We offer exceptional pay plus a percentage of production and an impressive benefits package. Inquiries call: 555.333.1111 or email your resume to: dentalpractice@xxx.com.

### **Personable Hygienist Wanted**

We are a friendly family practice located in downtown \_\_\_\_\_. We are looking for a dental hygienist to care for our patients and grow with our practice. The position is full time (four days per week). We offer great compensation and benefits. If you are looking for a fresh start and a promising environment, come join our team! Please call Cathy at: 555.333.1111 or email your resume to: dentalpractice@xxx.com.

Must be a licensed dental hygienist in the state of California and have a great personality.

### **Dental Hygienist**

State-of-the-art dental practice in \_\_\_\_\_ seeking part-time hygienist. Must be familiar with taking digital radiographs. Previous experience with Dentrax is a plus. Great staff! Come join our team! Please email or fax resume with cover letter to: 555.333.1111 or email your resume to: dentalpractice@xxx.com.

### **Exceptional Dental Hygienist Wanted**

Excellent opportunity in an established cosmetic, full-service dental practice in \_\_\_\_\_. We are looking for a part-time (Tuesday and Thursday) 8 a.m. to 5 p.m., self-motivated, energetic hygienist with a positive attitude and excellent clinical skills. Qualities must include superb customer service skills, professionalism and a desire to excel. Computer literacy is important. If you truly believe patients are the most important part of the practice and want to deliver that "Nordstrom touch," we would love to talk to you! Respond by the email to: dentalpractice@xxx.com.

## Front Office/Office Managers

### **Office Receptionist Needed**

Cosmetic and general dental practice in \_\_\_\_\_ is seeking a full-time front office receptionist. Candidate must be experienced in scheduling, dental benefit plans and patient billing. Candidate must be professional in appearance and possess excellent communication skills. This is a great growth opportunity for the right candidate. Benefits available. Salary based on experience.

Contact Cathy at: 555.333.1111 or email your resume to: dentalpractice@xxx.com.

### **Dental Front Office**

General dental practice seeking a full-time front office team member familiar with dental practice software. Responsibilities include all aspects of initial patient greeting, creation of new patient records and records management, scheduling and verification of dental benefit plan eligibility. Must be friendly, responsible, punctual and team player. Familiarity with dental benefit plan billing is a plus. This job has benefits such as medical insurance, paid vacation and retirement plan. Salary will depend on your experience. Bilingual is also a plus.

Please email your resume to: dentalpractice@xxx.com.

### **Front Office Wanted**

Seeking front office person who aspires to bring happiness and energy to an office that is undergoing renovation and new technology integration. The position includes minor treatment coordinator duties to ensure our patients have a positive dental experience.

The perfect candidate will have good computer skills with Microsoft Office, be proficient with email and internet and, most important, be familiar with \_\_\_\_\_ software system.

Contact Cathy at: 555.333.1111 or email your resume to: dentalpractice@xxx.com.

### **Bilingual Front Office Wanted**

Looking for an energetic responsible person with at least two years of experience in dental billing and front desk duties. Must be fluent in Spanish.

Brand new office opening doors in the \_\_\_\_\_ area. Monday—Thursday possibly some Saturdays. Must be available to start right away.

Excellent compensation and benefits. Please call Cathy for more information at: 555.333.1111

### **Dental Practice Manager**

Our progressive dental office is seeking a motivated person for the position of practice manager. Office is new, paperless and state of the art. Candidate must have excellent phone and people skills.

Candidate should be reliable, exhibit a high level of professionalism and have a strong work ethic. Minimum of two to three years of dental front office experience required including billing and knowledge of various insurances. Position is 24—28 hours per week.

If you are looking to be part of a great dental team focused on providing the best service and care to patients please fax resume to: 555.333.1111

### **Seeking Office Manager for Pediatric Dental Practice**

The ideal candidate must be passionate about working with children, enjoy wearing multiple hats, mentor the team to achieve results, accurate with numbers and thrive working in a fast-paced environment. This opportunity is located in Oceanside and the work schedule ranges between 32 to 40 hours a week. Candidate must be highly dependable, detail oriented, well-organized individual who can work independently and supervise a staff of six employees. Must have dental and prior management experience — demonstrated knowledge in human resources management and employment laws a plus! Responsible for meeting and exceeding practice performance month over month. Knowledge of \_\_\_\_\_ software and excellent written and communication skills are required. Must be knowledgeable with dental benefit plan billing and collection procedures.

Email your resume and cover letter to: dentalpractice@xxx.com.

## Associate Dentist

Busy general practice is looking for someone to carry on the legacy built by practice owner and to take care of its team and patients. Provides a unique opportunity for the associate to be groomed as the future practice owner over the next couple of years. This opportunity is initially part time on Mondays, Fridays and every other Thursday. Potential for one to two Saturdays a month.

The ideal associate should possess a willingness to be a teacher and educate patients on their oral health needs. Candidate should have a compassionate nature, be patient centric and have a willingness to provide leadership to the team. Minimum four years of clinical experience, current California Dental Board license, CPR, DEA, NPI and malpractice insurance. Email your resume and cover letter to: dentalpractice@xxx.com.

GP practitioner in an established practice seeking someone who is driven while having a compassionate nature. The practice sees and treats emergency patients on a daily basis so the associate must be available for those situations. This opportunity will start as part-time but will eventually lead into a full-time schedule.

The ideal associate should possess a willingness to be a teacher and educate patients on their oral health needs. Have a desire to get involved within the community. Have the ability to build relationships quickly with the patients and team and a willingness to provide leadership to the team. Minimum four years of clinical experience, be financially solvent to purchase a practice and possess current California Dental Board license, CPR, DEA, NPI and malpractice insurance. Email your resume and cover letter to: dentalpractice@xxx.com.