



Front Office Administrative Professional Full Time or Part Time, Hourly

Lake Valley Dental in Wheaton, MN is searching for a Front Office Administrative Professional to join our motivated, caring, and talented team of dental professionals. We are excited to onboard an additional talented Front Office Administrative Professional into our well- organized, mission driven and energetic group. Enjoy hearing laughter from our treatment rooms, forming relationships with a loyal patient base and becoming motivated by our excellent leadership team who sets amazing work/life boundaries. If you are looking for a position as a Front Office Administrative Professional to advance professionally and leave the workday with complete fulfillment, this position is for you.

Preferred experience:

- >1 year of experience working in a dental setting, though not required
- Ability to navigate and utilize Curve Hero or experience with similar dental software, though not required
- Ability to navigate and utilize Microsoft Word, Excel, and Outlook programs for daily use
- Desired characteristics: superb time management, high attention to detail, self-starter, ability to multi-task, ability to work independently while also working cohesively within a team, ability to navigate financial conversations with patients, and more

Position description highlights:

- Front office tasks, including but not limited to, greet/check out patients, collecting patient portions, scheduling, insurance verification, sort and distribute mail, bank deposits, manage Curve GRO and practice email, referral management, weekly reporting and recall management, and more

Technology used:

- Curve Hero Practice Management software
- Microsoft Office Suite (Excel, Outlook, Word, OneNote, etc)
- Adobe PDF

Areas of practice:

- General Dentistry: esthetic crown, bridge and composite fillings
- Prosthodontics: removable, fixed, all on x cases
- Endodontics: premolar, molar
- Oral Surgery: extractions

Hours:

- Monday - Thursday 7:45 am - 4:45 pm
 - Friday (if desired and when applicable) 8:45 am - 1:15 pm
- *Flexible schedule design can be discussed in a further interview

Compensation & benefits:

- Starting at \$20/hour
- Benefits: SIMPLE IRA with match, dental coverage for employee and family, PTO, paid holidays, unlimited CE, professional membership dues, license dues, CPR, and more

Please visit us on our website: www.lakevalleydental.com. Thank you for considering our practice, we are eager to meet you!