

Dental Receptionist

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Company: Sydney

Location: Sydney

Category: healthcare-support

Medical Administration (Healthcare & Medical) Smile Art Lab is looking for a full-time Receptionist/Coordinator to join our close-knit team at our dental lab in Crows Nest, Sydney. About Us: Smile Art Lab is a boutique full-service dental laboratory that is digitally advanced and boasts a new lab with cutting-edge technology. Our team, known for exceptional artistry and customer satisfaction, is driven by ambitious growth goals. Your Role: Handle client calls, emails, and inquiries; Manage dentist orders and lab software with precision; Coordinate job delivery, stock orders, and portal management; Engage in social media activities; Work directly with directors. About You: Excellent communicator and team player; Good organizational skills and attention to detail; Social media savvy; Client-focused mindset and multitasking ability; Able to thrive in a fast-paced environment. What We Offer: Salary growth potential; Autonomy in the role with the opportunity to bring new ideas; Central location near public transport. Interested? Join us in shaping the future of dental labs. Send your CV and cover letter to info@smileartlab.com or apply directly. We're excited to meet our next team member! Your application will include the following questions: Which of the following statements best describes your right to work in Australia? Report this job advert. Don't provide your bank or credit card details when applying for jobs. What can I earn as a Dental Receptionist

#J-18808-Ljbffr

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