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Dental Assistant

Posted by: Mark G. Reich Dentistry Professional Corporation

Posting date: 29-Nov-2024 **Closing date:** 28-May-2025

Education: College diploma or equivalent

Language: English

Job location: Sudbury

Salary: \$25.00 - 26.75 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: NCJ5792420

Job description:

Location: 1280 Lasalle Blvd. Unit 202, Sudbury, Ontario, P3A 1Y8

Responsibilities

- Primarily assist the dentist during dental procedures.
- Prepare treatment rooms and sterilize instruments.
- Take and develop dental x-rays.
- Provide chairside assistance to the dentist during procedures.
- Educate patients on oral hygiene and post-operative care.
- Prepare plaster models and moulds.
- Prepare dental instruments and filling materials.
- Perform dental administrative duties as needed.
- Maintain accurate patient records using ABEL.
- Assist with scheduling and confirming appointments.
- Order and maintain dental supplies and equipment.

Qualifications

- College graduated or equivalent.
- Completion of Dental Assistance program is an asset.
- Minimum of one year's relevant work experience.
- Knowledge of various dental procedures and instruments.
- Knowledge of dental technology.
- Knowledge of using medical and biomedical equipment and systems
- Ability to perform office management tasks such as scheduling appointments and ordering supplies.
- Professional and courteous disposition.
- Good written and verbal communication skills.

Work Hours

- 40 to 44 hours a week

Salary

- \$25 to \$26.75 per hour

Benefits

- Employee discount for dental works

Apply to mark@reichdental.ca