

Wanted

Dental Office Symphony Conductor

The Performance – You just finished reviewing the provider scheduled for the upcoming Saturday before coming into work and noticed there are few cancellations. You make a mental note to chat with your team about following-up with patients on the unscheduled list to fill these last minute cancellations if possible. You haven't even had a chance to take your coat off when a hygienist approaches you to discuss an "issue" she has with a co-worker. You calmly listen to her concerns and state that you need to hear both sides of the story. And, you promise to facilitate a chat between them to resolve the issue later in the day when the other co-worker arrives for their shift. Jumping on the computer, you notice the administrator on duty has already booked two patients from the unscheduled list to fill cancelled appointments for Saturday. You lean over and thank her for taking such proactive approach with filling the schedule. After lunch, you're behind the front desk watching the team perform. It's a well oiled machine in action, with everyone doing their part, making the job look easy (which you know it isn't). You think to yourself, patients don't see the all hiring, training, and development that you've put into this team. But, you smile when you hear a patient comment on having a wonderful appointment... another standing ovation for your team.

The Stage – Harmony Dental Care is a fast-paced, high-tech dental clinic located in (New) North Oshawa. We're looking for an Office Coordinator with supervisory experience to lead and support our entire team of dental care professionals. All our team members enjoy competitive wage packages, which includes benefits and flexible scheduling.

The Audition – Resourcefulness and strong work ethic is just part of your character; however we do need you to have excellent communication, organizational and coaching skills. You are decisive, self-motivated and independent. You're able to set goals and carry out action plans with team members. You enjoy problem solving and can work well under pressure without losing your smile. Plus, you delight in working with patients and building a positive team-based workplace. You're proficient in MS Office and Dental Management Software (Dentrix preferred, but this is not a deal breaker). Lastly, we pride ourselves on making it easy for our patients to fit dental care into their hectic lifestyles, so that requires all our team members to work some evenings and Saturdays.

The Casting Call – If you're looking to guide a new team of dental musicians or are frustrated with gas prices impacting your commute into the city, send us your resume, including a write-up that reveals your track record of motivating people and delivering outstanding results. We'll be back to you in 24 hours if we feel you have what it takes to make our dental practice stellar!