

Office Manager

Purpose of Job

We are seeking an extraordinary Office Manager for our Liguanea location. Our dental office manager is responsible for all of the administrative duties in the office. This will be in accordance with established procedures and protocols. Part of that responsibility is to coordinate the budget for office expenses, arrange staff schedules/ meetings and handle payroll. There will be times when you will be required to schedule patient appointments. Citidental office manager's responsibilities will also include hiring staff, performing billing and bookkeeping duties. As the dental office manager you will work closely with the staff dentist and other employees to help the team perform their duties effectively.

This will give patients the ultimate customer service/ customer experience.

Job Requirements

- conduct staff meetings to ensure operational needs are satisfactorily met
- respond promptly and efficiently to patient and doctors needs and enquiries
- resolve patients enquiries/ issues in accordance with companies standard operating procedures
 - manage patient scheduling and direct patient traffic flow
 - organize and present financial arrangements to patients
 - oversee follow up and processing of dental insurance claims
 - coordinate with insurance companies to ensure claims are paid
 - manage specialist referral process
 - Plan team office team building exercises quarterly
 - Have a copy of CPR certificate on file for all staff
- Keep malpractice insurance certificates on file updated for Doctors
- train , develop, encourage and manage staff performance to meet company standards
- complete administrative functions (ex. staff needs, sourcing of supplies and equipment)
 - Enter payment details on spreadsheet
 - check on inventory

Minimum Requirements

- Bachelors Degree in Management
 - 2 years in Management
- experience in marketing, management
 - experience in quikbooks
 - 2 years of customer service

Preferred Experience

- Masters Degree in Management
- 5 years in a company managing people
- 5 years of customer service experience
- 3 years experience in QuikBooks

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

For more information on the Liguanea location, please email citidentalliguanea@gmail.com