



Job Description Form

Location:

Job title: Office Manager

Type of position:

Full-time

Part-time

Contractor

General Description:

We are looking for a friendly, well organized, multi-tasker who is able to positively motivate a dental team. Under limited supervision, the Dental Office Manger is accountable for the successful operation of the dental office as a business unit. This includes managing office staff, ensuring compliance with guidelines approved, issued and regulated by the state. The Office Manager maximizes office revenue and provides excellent patient service.

Responsibilities:

- Responds to patient and staff inquires and complaints
- Ensures compliance with OSHA, and record keeping guidelines
- Conducting bi monthly staff meetings
- Ensures procedures are carried out in accordance with the office manual
- Solicits patient feedback to improve service
- Conducts work in compliance with office guidelines and polices
- Actively participates in the achievement of patient satisfaction
- Achievement of office goals by working efficiently & providing a high level of patient services

Requirements

- 2-4 years of Management experience
- Excellent Communication Skills
- Strong Customer Service Skills
- Professional
- Computer knowledge (Dentrix knowledge helpful)

Benefits:

- Health Insurance
- Dental Care Program
- 401(k) Retirement Savings Plan
- Vacation
- Bonus Program
- Sick Time

Passion Statement:

My passion is to make a life difference for the people I serve and those that I serve with.

Central Management Concepts, LLC is a true quality of life tool which virtually frees the dentist to focus on patient care issues.