

Administrative Team – Various Openings

Our Private Practice is seeking experienced, outgoing and dependable Front Line Team members to assist us in our day-to-day business and administrative tasks. If you have always wanted to be a part of a busy, high-tech, fun, professional, multi-doctor dental practice then we look forward to hearing from you.

Our team enjoys providing cheerful, superior service to our valued patients. Our administrative team positions require that the applicant have dental experience. Spanish-speaking and Dentrrix knowledge is a plus. You will need excellent interpersonal communication skills to contribute to the team as well as to motivate and instruct patients on optimal oral health

The ideal candidates thrive on organization and understand the value of supporting others. We understand that our team members help us reach our strategic goals, while providing our patients with a world-class customer experience. That is why we offer our employees: competitive pay, a benefits package, achievable bonuses, travel, career growth opportunities, dental care, simple retirement plans, paid holidays, sick days, and great training opportunities.

At Waxahachie Family Dentistry, we love to celebrate the good stuff. If you have experience in a dental practice, are enthusiastic, dependable, friendly and a quick learner, then please send your resume detailing your applicable experience.

Don't wait, we may have an immediate opening for the right person. High School Diploma and dental experience required. We may not respond to all who apply. EOE. Contact Ginger by phone at 972-937-4370 or email: waxahachiesmiles@gmail.com

Administrative Team Positions we have in our practice are:

Office Manager

Insurance Coordinator

Patient Concierge

Hygiene Coordinator

Treatment Coordinators

Human Resources

Training Roles

Special Programs Coordinator

Advertising and Marketing Coordinator

IT Coordinator

Facility Coordinator