



Richard E. DeForno, D.M.D., M.A.G.D. , F.I.C.O.I.
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Front Desk Position-Full Time

Thorndale Dental Associates seeks a high energy, self-motivated person to join our people oriented team. We offer a friendly caring work atmosphere, achievable bonuses, and competitive pay. Experience in dental field preferred, but will train the right person. 4 day work week, Monday-Thursday.

General Description:

- Answering phones and responding to incoming patient requests.
- Checking patients in and out of the office
- Working with insurance
- Ability to present treatment to patients

Ideal Candidate:

- Ability to project a positive, warm and professional image in person and on the phone.
- Strong organizational and administrative skills
- Must be articulate and service-oriented
- Ability to multi-task, take initiative and anticipate needs of others
- Reliable and prompt
- Works well in a team, with humor, enthusiasm and consideration of others.

To apply, you need to send the following items via email to **melissadudrick@thorndaledental.com**:

1. Your resume with contact information
2. Your written answers to at least three of the following questions:
 - a. Tell us a little about yourself
 - b. What is the best thing about you?
 - c. How would your previous co-workers describe you and your work?
 - d. What about this job is attractive to you?