

Full-Time Administrative Associate

PDA Dental Group has been providing quality dental care for over 50 years. Our top-notch team of dentists and our friendly and qualified staff, are committed to providing patients with a positive, comfortable and safe dental health experience.

Job Overview

We are looking for energetic and enthusiastic person to join our growing team as a full-time administrative associate in our Reading and Winchester offices. This role plays an important part in communicating effectively with our patients. Candidates will be responsible for several administrative tasks in our modern and paperless office.

Responsibilities for this position

- Greeting and welcoming patients to the practice
- Scheduling and rescheduling appointments as needed
- Communicating with our billing office to determine patient's financial responsibility
- Performing general office duties, such as answering telephones, texting and communicating with patients
- Adhering to and implementing Covid-19 safety and health regulations

Requirements for this position

- A friendly and positive attitude working with patients as well as members of your team
- Excellent organizational and customer service skills
- Excellent verbal and written communication skills
- Strong computer skills – proficient in Windows and Microsoft Office software
- Familiarity with dental practice management software, knowledge of dental terminology, and knowledge of dental insurance preferred
- High school diploma or GED

What we offer

- Supportive, collaborative team
- Positive culture
- Competitive compensation
- A fun and positive atmosphere to work in

For more information, please contact Linda McKim at 781-944-7799 x 206 or send your resume to linda@pdadentalgroup.com.