

## **GENERAL DENTAL ASSISTANT**

**REPORTS TO:** Chief Operating Officer

### **DUTIES/RESPONSIBILITIES:** (Not Limited To)

- Perform routine dental examination & screenings.
- Maintain accurate and up-to-date patient records.
- Oversee the maintenance and development of the dental clinic.
- Assist the dentist with different procedures.
- Practice full disinfection and sterilization protocols.
- Supervision of Reception.
- Managing tasks like paperwork, data entry & general office duties.
- Setting up treatment rooms with necessary instruments and equipment for dental procedures.
- Scheduling and co-ordinating patient appointments efficiently with dentist's schedule.
- Managing billing, payment processing and patient financial counselling.
- Proficient computer skills.

### **Requirements:**

- Diploma + F.Sc.
- 1 + years of experience working in a Dental Clinic.

**JOB LOCATION:** Surriya Shafi Dental Clinic, ALLAH-HU Street, Kashmiri Mohalla-Sialkot.

**TIMING:** 01:00 PM – 09:00 PM (Monday-Saturday)