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# Example of Customer Service Receptionist Job Description

Our company is growing rapidly and is looking to fill the role of customer service receptionist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for customer service receptionist

* Maintains current master copies of Dental Clinic forms
* Assures that supplies for Dental Clinic Front Desk are in stock
* Assists with checking patient eligibility
* Obtains required information from patients
* Assists patients with filling out forms
* Enter patient information onto Dentrix
* Scan Documents (consent forms, health history forms, ) onto Dentrix
* Input completed procedures onto Dentrix
* Review next day’s appointment charts to ensure lab cases are in, medical clearances are completed
* Work on appointments to ensure optimal flow and efficiency

## Qualifications for customer service receptionist

* Must know Microsoft Word (including object insertion)
* Processing reports
* The applicant should have a Grade 12 or equivalent diploma and 2 year of customer service experience
* Good communication, interpersonal and Computer skills and a commitment to safety are a must
* The applicant should be bilingual
* 1-2 years of customer service experience or Hotel Front Desk experience required