Downloaded from <https://www.velvetjobs.com/job-descriptions/dental-receptionist>

# Example of Dental Receptionist Job Description

Our company is growing rapidly and is hiring for a dental receptionist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for dental receptionist

* Respond to patient questions and or concerns
* Being courteous, friendly and outgoing
* Building rapport with patients
* Work in a fast paced environment while having a calm demeanor
* Having empathy and sensitivity with patients who may be nervous
* Candidate will plan and schedule meetings and appointments
* Conduct research and provide information via the telephone, postal mail, and e-mail
* Other Administrative Assistants duties as assigned
* Responsible for mailings and receiving packages along with office supplies being up to date
* Answer phone calls, direct calls and provide information

## Qualifications for dental receptionist

* Experience working in a dental office preferred
* Must have at least 1+ year of experience working in a dental office
* Experience working in a pediatric office, preferred
* 1+ years' experience working in a dental, medical, or health care office, preferred
* Experience working in a dental, medical, or other health-care office, strongly preferred
* Knowledge of insurance plans (HMO/PPO), must