



We're hiring.

Dental Assistant

(Customer Service Rep 1)

NORCROSS DENTAL CLINIC, 5030 GEORGIA BELLE CT, NORCROSS, GA. 30093

The position is open to all qualified applicants.

Date posted | August 19, 2022

Application Deadline | Until Filled

Position Number(s) | 00161133

Position type | Unclassified

Salary | \$35,000 per year
Based on experience

Paygrade | F

Job Summary

Under general supervision prepares and maintains dental operatory and instruments. Operates radiographic equipment and obtains quality dental radiographs. Provides direct chair side assistance to dentists & hygienists. Performs weekly testing of sterilizers and insures sterility of instruments. Primary location of duties will be in Norcross however applicant must be willing to travel to the 3 dental clinics in Gwinnett County – Buford, Norcross and Lawrenceville. Performs routine clerical duties, receptionist duties, orders necessary supplies to keep a 3 month inventory on hand. Visits local schools with the Prevention Program, helps load and unload portable equipment, assists Dentist and performs clerical functions as necessary.

Qualifications

Minimum

High school diploma or GED AND Six months of experience handling customer's questions, complaints and/or providing information.

Preferred

Vocational/Technical degree in dental assisting from an accredited college; Proficiency in speaking English and Spanish preferred.

Make a difference in the health of your community and get great benefits, too.

Apply today.

1. Download an application at www.gnrhealth.com.
2. Email, fax or mail your completed application:

Attn: Katie Bowles, Human Resources
GNR Public Health
2570 Riverside Parkway, Lawrenceville, GA 30046
Katie.Bowles@gnrhealth.com or Fax 888-883-5187

Benefits package includes

- 13 paid holidays
- Three weeks annual leave per year
- Three weeks sick leave per year
- Defined benefit retirement plan, life insurance, and payroll deductible health & flexible benefits including dental, vision, long-term care, dependent life, AD&D, and short- and long-term disability
- Medical and child care spending accounts in addition to deferred compensation accounts

GNR Public Health does not accept resumes without a fully completed employment application. Applications must be received no later than 5:00 p.m. on the application closing date. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications we receive, we are unable to provide information regarding the status of your application over the phone. Application status is not sent to individuals who are not selected for interviews.

An Equal Opportunity Employer. Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices. Applicants selected for employment will be subject to the following: Pre-employment Drug & Medical Screening, Fingerprint Criminal Record Investigation, and Reference Checks.