



Office Manager

Avant Dental is a busy dental office located in the International Centre Building and has been existence since 2007. Comprehensive dentistry meets esthetics in this busy practice. Our office has an opening for a highly motivated qualified front office manager to join our dynamic organization.

Required qualifications and skills:

- Experience in a patient service environment
- Enthusiastic and strongly motivated self-starter
- Excellent verbal and written communication skills
- Attention to details and ability to produce error-free work
- Able to work overtime and on weekends when required
- Has a solid customer service approach
- Strong organizational and planning skills in a fast-paced environment
- Proven work experience as a Front Office Manager or Reception Manager
- Excellent time management skills with ability to multitask and prioritize assignments

Responsibilities include but are not limited to:

- Liaise with insurance providers as well as other dental offices and labs
- Responsible for submission of patient insurance claims
- Schedule meetings and appointments
- Confirmation of patients for appointments
- Processing claim payments
- Delivery of Claim Forms
- Other responsibilities as needed to ensure quality patient service
- Monitor stock and order office supplies
- Handle patient queries and requests
- Coordinate all front desk activities
- Provides general administrative support to our employees
- Experience with a variety of office software (Microsoft Office)

Applications will be dealt with in strict confidence and interested candidates can apply **before September 14th, 2018** in writing or via email to:

Avant Dental

International Centre Bldg, 5th Floor | 26 Bermudiana Road | Hamilton HM11

careers@avantdental.bm

NO AGENCIES PLEASE