



OPPORTUNITIES IN OFFICE-ADMIN, IT, HOTELS-HOSPITALITY, SUMMER CAMP, TEACHING, AU PAIR, CHILDCARE, HOMECARE & MORE ...CANADA, USA AND AROUND THE WORLD!

## **RECEPTIONIST-DENTAL OFFICE - in Halifax**

Join a positive and well-established team located in the heart of Halifax! Dental office in downtown Halifax seeking a Receptionist for a full time position, 40 hours/week. Offering great wage \$29.00/hour plus benefits.

### **KEY RESPONSIBILITIES INCLUDE:**

- Booking appointments and admin duties
- Coordinating new and returning patient contacts
- Handling paperwork and correspondence
- Explanation of services to patients
- Payment collection and making deposits

### **IDEAL CANDIDATE PROFILE:**

- Friendly, positive attitude and team player
- Effective customer service and interpersonal skills
- Excellent organization and motivational abilities
- Excellent oral and written communication

*Expected start date: As soon as possible*

**APPLY WITH RESUME**

CALL 902-422-1455 or EMAIL: [info@scotiap.com](mailto:info@scotiap.com) for more information!

### **How to Apply :**

Please contact for further information

Phone: (902) 422-1455.

Email: [info@scotiap.com](mailto:info@scotiap.com)

Visit website at: [www.scotia-personnel-ltd.com](http://www.scotia-personnel-ltd.com)

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