

Dental Employment Services, Inc.
Dental Front Office Positions

| Job # | Location | Description |
|-------|----------|---|
| 1829 | Seattle | FT: 4 days, M-Th 8-5. Smaller office seeking front office staff for a one person front office; need to know insurance, billing, scheduling, some assisting experience is a big plus. Willing to train the right person! |
| 1828 | Seattle | FT: 4-5 days, M-F 7-5. Scheduling coordinator needed for this general practice. Looking for someone who is mature, is a team player, and is able to get work done without supervision. New grads welcome! Dental assistants wanting to move to the front encouraged to apply! |
| 1826 | Renton | PT: M-F days and hours flexible, about 16-20 hours a week. General practice is looking for an insurance and collections coordinator. Applicant must have experience in these areas in a dental practice. |
| 1822 | Bellevue | FT: 4 days, M-Th 7:30-4:30. Well established general practice in need of a front office person. This is a one person front desk so please be able to manage all aspects of the front office and be friendly, courteous, and professional. |
| 1800 | Redmond | PT: 3 days; Days are flexible. Hours are usually 7:30-4ish. Dentrix knowledge is a plus for this very busy, multiple DDS office. Tasks include a little bit of everything (phones, filing, check in/check out, a friendly face) but mostly scheduling patients. |