

 <p style="text-align: center;">Job Title: Dental Reception – Part Time</p>	<p>Job ID: MFW154(AD)</p>
<p>Job Description:</p> <ul style="list-style-type: none"> • Greet patients and visitors with courtesy and a positive demeanor • Call patients with reminders and schedule of appointments • General filing, sorting of mail, and office maintenance • Forwarding and responding to emails • Keeping reception area tidy and clean • Other duties as required • Part time position • Will consider a student <p>Job Requirements:</p> <ul style="list-style-type: none"> • Great customer service experience • Strong computer skills • Ability to multi-task • Dental/medical experience an asset but not required 	<p>Date Posted: July 18, 2022</p>
	<p>Location: West Lorne</p>
	<p>Wage: To be discussed</p>
	<p>Hours: Tues 9:30 am to 12:30 pm Thur 9:30 am to 12:30 pm Fri 9:30 am to 12:30 pm</p>
	<p>Education:</p>
<p>To Apply:</p> <ul style="list-style-type: none"> • Email resume to and cover letter to: purveen@hotmail.com 	<p>Other:</p> <p>Apply By: Aug 18, 2022</p>