



## Dental Office Manager

Cannon Falls Smiles  
Cannon Falls, MN 55009

### Job Description (Full-Time)

Join our Team! We are a thriving dental office in search of a full time office manager. Our Dentist is local to the community and loves the small town feel to the practice. Dental/medical experience is preferred. Overall, we are looking for someone who is inviting that will provide outstanding care and service to our patients. Your responsibilities will include:

- Managing the schedule for Doctor and Staff (Hygienist and Assistants)
- Scheduling Doctor efficiently
- Hygiene recall scheduling
- Tracking and scheduling new patients
- Gathering and updating current and new patient information
- Discussing treatment options and finances
- Collecting payments
- Greeting patients and checking patients out
- Other general offices duties (for example: garbage, laundry, restocking bathroom, wiping down rooms if needed, etc.).

This position is full time. Our operating hours with patients are 8 AM- 5 PM, Monday- Thursday and one Friday a month. The Office Manager would be responsible for coming prior to 8 AM to get the office ready to go for the day and leave after the last patient is checked out. We offer paid time off, sick days, dental benefits, supplemental insurance options, as well as, a 401K plan. Applicants with dental/medical clinical experience are encouraged to apply.

Please apply today if you feel you would be a good fit for this position!

Apply at: [CannonFallsSmiles.com](https://www.CannonFallsSmiles.com)

or email your resume to:

[Hiring@cannonfallssmiles.com](mailto:Hiring@cannonfallssmiles.com)