

Job Corner

Web# 3

Job Title	FRONT OFFICE COORDINATOR
Job #	16234450
Location	Bakersfield
Number of Positions	1

Description: Seeking candidate with a minimum of (5) years of experience in a dental office scheduling patients and taking phone calls. Must have good phone etiquette and customer service skills. Eaglesoft Dental Software knowledge is required. Must also have experience / knowledge of insurance breakdowns, fee calculation, and third party financing.

Wage: DOE + Benefits

Experience: 5+ Years

Requirements: See description above

How to Apply: Report in person to:
AJCC – BTWC
1405 Commercial Way – Ricky E.

Additional Instructions:

Full job description and requirements can be found on the CalJOBS Website - www.CalJobs.ca.gov
- Reference # Pending. Please print a copy.