

Office Manager

Victoria Street Dental Centre

Job ID
39785

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LOCATION	DATE POSTED	EXPIRY DATE	
304-249 Bridge St., W Belleville, ON Ontario	23-04-2026	20-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.00 hourly	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Position Available: 1

Send your CV to: victoriastreetdentalcentre@gmail.com

Youth, newcomers, and indigenous people are welcome to apply.

Work must be completed at the physical location. There is no option to work remotely.

Job Description

Oversee the daily administrative operations of the dental clinic to ensure efficient patient flow and smooth clinic functioning.

- Coordinate appointment scheduling for dentists, hygienists, and other clinical staff, ensuring optimal use of clinic resources and minimizing scheduling conflicts.
- Supervise front desk and administrative staff, provide guidance, and assist with training and performance monitoring.
- Handle patient inquiries, resolve concerns, and ensure a high level of customer service and patient satisfaction.
- Maintain accurate patient records, treatment documentation, and office files in accordance with privacy and confidentiality requirements.
- Coordinate billing procedures, process payments, follow up on outstanding accounts, and assist patients with insurance-related inquiries.
- Prepare and submit insurance claims and communicate with insurance providers regarding claim status and coverage matters.
- Monitor inventory levels of dental and office supplies, place orders as required, and coordinate with vendors to ensure timely delivery of materials.
- Arrange maintenance and servicing of office equipment and coordinate with dental equipment technicians when necessary.
- Assist in implementing office policies and procedures to improve operational efficiency and patient experience.

Prepare administrative reports, track clinic performance indicators, and support management in planning and decision-making.

- Coordinate staff schedules, manage vacation requests, and ensure adequate staffing levels to meet patient demand.
- Liaise with dental laboratories, suppliers, service providers, and other external partners to support clinic operations.
- Ensure compliance with clinic policies, infection control protocols, workplace health and safety requirements, and applicable regulatory standards.
- Support recruitment, onboarding, and orientation of new administrative staff and assist with ongoing staff development initiatives.