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Flint, MI 48504

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Dental Dreams is one of the fastest growing general dentistry practices in the United States. We are currently looking for motivated office managers to join our work friendly environment.

At Dental Dreams, our practices provide an invaluable service by delivering the highest level of patient satisfaction in modern first class facilities. The cornerstone of our success is a talented and dedicated staff.

The salary for this position is commensurate with qualifications and experience of the individual candidate (**\$50,000 to \$55,000, plus bonus**). Dental Dreams offers a competitive-benefits package, including medical, dental, vision, vacation, and holidays.

Duties include:

- Supervising all front and back office staff
- Overseeing patient scheduling
- Maintaining a professional work environment
- Hiring and training all staff

Requirements:

- Minimum two years of experience in the field of general dentistry
- Minimum of two years of management experience