



<https://www.orthodonticexperts.com/job/front-desk-trainer/>

Front Desk Receptionist Trainer

Description

Orthodontic Experts is a busy and fast-paced orthodontic office. We are looking for the best of the best to join our team; with 14 offices in the greater Chicagoland area and 2 offices in Colorado. This year we are on track to open additional offices!

We currently have an exceptional operations staff and are on the search for a Front Desk Receptionist Trainer that can guide, empower and support the clinic team members.

Responsibilities

- Observe and evaluate Front Desk Coordinators on a bi-monthly basis
- Prepare training materials and train newly hired Front Desk Coordinators
- Prepare and execute follow up training for team members (Front Desk Coordinators, TCs, Managers)
- Schedule, prepare for and conduct quarterly Front Desk training sessions
- Handle questions and provide information to team members.
- Prepare training materials and train newly hired Front Desk Coordinators
- The employee should maintain a high level of professionalism
- Understand and follow company policies and procedures
- Contribute ideas to improve company policies and procedures
- Be a company advocate
- Must be comfortable providing feedback to evaluated team members in a professional manner.
- Work with other departments on developing training materials (videos, quizzes, presentations, etc.)
- Work with other departments on improving and/or developing policies and procedures to improve patient experience in the clinics and with the support team

Job Benefits

- 401(k)
- Dental insurance
- Disability insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Hiring organization

Orthodontic Experts

Employment Type

Full-time

Industry

Dental/Orthodontics

Job Location

United States

Base Salary

\$ 18.00 per hour - \$ 19.00 per hour

Date posted

June 23, 2021

Valid through

31.12.2021