



<https://www.orthodonticexpts.com/job/orthodontic-assistant-arlington-heights/>

Orthodontic Assistant

Description

Orthodontic Experts Ltd., a fast-paced orthodontic practice with locations in the greater Chicago area, is looking for an orthodontic assistant to add to our team. The Orthodontic Assistant will assist the Orthodontist with initial patient consults and regular check-ups. The Orthodontic Assistant's responsibilities include taking directions from the Orthodontist, cleaning and polishing patients' teeth before the installation of braces, and removing patients' braces upon completion of orthodontic treatments. The ideal candidate should also ensure that the necessary orthodontic instruments and tools are on hand during patient appointments.

Responsibilities

- Chair-side assisting
- Taking impressions
- Pouring and trimming models
- Inventory control and management
- Taking patient records (X-rays, photographs)
- Archwire and ligature removal and placement

Qualifications

- High school degree or GED equivalent
- Orthodontic Experience: 2 years

Personality Traits

- Be a self-motivated
- Strong work ethic
- Ability to learn quickly and efficiently
- Have an easy-going attitude
- Have the ability to multitask
- Be professional
- Be organized
- Have strong attention to detail
- Have excellent communication skills

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

1020 S Arlington Heights Rd,
Arlington Heights, IL, 60005, United States

Working Hours

Monday-Friday 7:40AM-6:00PM
Occasional Saturdays
7:40AM-1:00PM
In-clinic
Some Holidays

Base Salary

\$ 15 per hour

Date posted

September 13, 2020

Valid through

30.11.2020