



<https://www.orthodonticexperts.com/job/orthodontic-assistant-dekalb/>

## 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

2335 Sycamore Rd, DeKalb, IL,  
60115, 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 10, 2020

### Valid through

30.11.2020