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## Administrative Assistant

PDA Dental Group of Winchester and Reading has been providing quality dental care for over 40 years. Our top-notch team of dentists and our friendly and qualified staff, are committed to providing patients with a positive, comfortable and safe dental health experience.

Our Winchester office is seeking a full time Administrative Assistant to join our growing team.

Hours for the position are:

Monday - 11:30AM to 7:30PM

Tuesday - 11:30AM to 7:00PM

Wednesday - 7:30AM to 4:30PM






Thursday - 11:30 AM to 7:30 PM

Friday - 7:30 AM to 4:30 PM

### Job Overview:

We are looking for an administrative assistant who is self-motivated, organized and efficient, with outstanding communication skills. The ideal candidate is a team player with the ability to multi-task and handle the daily schedule with a positive attitude.

### Responsibilities:

-  Appointment scheduling management
-  Schedule appointments
-  Treatment plan presentation
-  Collecting co-payments
-  Posting patient payments

Dental experience preferred.

For more information, please contact Linda McKim at 781-944-7799 x 1113 or [linda@pdadentalgroup.com](mailto:linda@pdadentalgroup.com).

PDA Dental Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

### Pediatric Dentistry

Dr. Gary Warrington, DMD

Dr. Geraldine Garcia-Rogers, DMD, MS

Dr. Sonia Wu, DMD

Dr. Nicole Harrington, DMD

Dr. Matthew Freitas, DMD

Dr. Sean Ghassem-Zadeh, DMD

### Orthodontics

Dr. Shannon Duffy, DMD

Dr. Carolyn Ferrick, DMD

### Adult Dentistry

Dr. Kimberly Weiss, DDS

Dr. Melissa Torres, DDS