
Part-Time 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 office is seeking a part-time administrative assistant to join our growing team.

Job Overview

We are looking for an energetic and enthusiastic person to join our team as a part-time administrative assistant in our Reading office. This administrative assistant role plays an important part in communicating effectively with our patients. This candidate will be responsible for several administrative tasks in our modern and paperless office.

Requirements for this position

A friendly and positive attitude working with patients as well as members of your team

Excellent organizational skills

Excellent verbal and written communication skills

Strong computer skills

Familiarity with dental practice management software, knowledge of dental terminology, and knowledge of dental insurance preferred

Hours of Position:

Monday 4:30 pm-7:40pm

Tuesday 4:30pm-7:40pm

Wednesday 4:00pm-7:00pm

For more information, please contact Linda McKim at 781-944-7799 x 1113 or send your resume to 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. Sonia Wu, DMD

Dr. Nicole Harrington, DMD

Dr. Matthew Freitas, DMD

Dr. Sean Ghassem-Zadeh, DMD

Dr. Patrick Cooper, DMD

Dr. Karina Vergara, DMD

Dr. Kristen Huber, DMD

Orthodontics

Dr. Shannon Duffy, DMD

Adult Dentistry

Dr. Kimberly Weiss, DDS

Dr. Melissa Torres, DDS