

# Charli Dental

<https://www.charlidental.com/job/receptionist-front-office-executive/>

## Receptionist / Front Office Executive

### Description

We are seeking a skilled and dedicated Dentist to provide high-quality dental care, perform checkups, diagnose oral health issues, and deliver effective treatments with a patient-friendly approach.

### Responsibilities

### Key Responsibilities

- Perform oral examinations, cleanings, and dental treatments.
- Diagnose and treat dental problems such as cavities, gum disease, and infections.
- Take and interpret dental X-rays and other diagnostic tests.
- Educate patients on proper oral hygiene and preventive care.
- Create personalized treatment plans for each patient.
- Administer anesthesia and ensure patient comfort during procedures.
- Maintain accurate patient records and treatment history.
- Stay updated with the latest dental techniques and technologies.
- Supervise dental assistants and hygienists when required.

### Hiring organization

Hospital

### Working Hours

10Am to 7Pm

### Date posted

November 4, 2025