

Receptionist Personal Specification

- To be the welcoming and helpful face of the practice to the public
- To be very organised and operate to high standards
- To have good habits and disciplines regarding collection of accurate data
- To be diligent in their work and be good at time management
- To work effectively in a team and be able to communicate well with the other members of the dental team and the public
- To display a professional attitude as well as being a friendly and sympathetic person at work
- To be honest, reliable and be able to be flexible as the job requires
- To have basic computer skills, to be able to operate a keyboard and mouse in order to use the clinical programs to maximum effectiveness.