

Private Practice **Petite Dental & Orthodontics** is seeking an experienced, **Orthodontic Dental Assistant** to support our team in providing outstanding care to our families in the South Austin and surrounding communities. Applicants must have strong interpersonal skills and a focus on quality care. Ideal candidates should be energetic, self-motivated, warm, upbeat and well spoken.

This is a full-time position with convenient work hours: averaging 34-40 hours per week, with alternating 4-day work weeks (Mon-Thu & Tue-Fri). No Saturdays. Our clinic hours are 7:30 AM to 4:30PM, no late evening hours. Must be available during school holidays when the office is open.

Qualifications:

- Excellent verbal and written communication skills
- Experience working with children of all ages
- Personable, must be comfortable meeting and greeting patients and families, communicate in a professional and effective manner
- Responsible and time efficient individual, to ensure schedule runs smoothly
- Ability to work independently and maintain a clean, organized work environment
- RDA license with orthodontic experience
- Proficiency in digital charting (Dolphin preferred)
- Quality clinical photos
- Digital Impressions (iTero)

We offer competitive compensation, bonus opportunity and benefits (medical and dental insurance, 401(k), continuing education, and more) that will be discussed during the interview.

Our private, single location, specialty (pediatric and orthodontic) dental practice has easy commutes from South Austin, Driftwood, Dripping Springs, Kyle, Buda, and San Marcos.

All inquiries will be kept confidential.

Job Type: Full-time