



# dental assistant

Posted by Exeter Dental Care

**Posting Date : 18-Nov-2025**

**Closing Date : 17-May-2026**

**Location : Exeter**

**Salary : \$28.50 Per Hour**

## Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3196052

## Job Description:

### Responsibilities

#### Tasks

- Prepare patients for dental examinations
- Order dental and office supplies

- Prepare dental instruments and filling materials
- Sterilize and maintain instruments and equipment
- Educate patients concerning oral hygiene
- Polish teeth and clinical crowns and apply fluoride and sealant
- Schedule and confirm appointments
- Perform intra-oral duties
- Take and develop X-rays
- Record dental procedures performed on patients
- Invoice patients for dental services
- Fabricate and place temporary crowns and restorations
- Take preliminary impressions for diagnostic casts

## **Experience and specialization**

### **Computer and technology knowledge**

- MS Excel
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word

## **Additional information**

### **Security and safety**

- Immunization records
- Criminal record check

### **Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Repetitive tasks
- Physically demanding
- Manual dexterity
- Attention to detail
- Ability to distinguish between colours
- Sitting
- Hand-eye co-ordination

### **Personal suitability**

- Client focus
- Efficient interpersonal skills

Flexibility  
Judgement  
Team player  
Excellent oral communication  
Excellent written communication  
Initiative  
Interpersonal awareness

## **Benefits**

### **Other benefits**

Free parking available  
Learning/training paid by employer  
Team building opportunities  
Parking available

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [jlrpexeter@gmail.com](mailto:jlrpexeter@gmail.com)**

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