



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

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