



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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