

## **Dental Recare Specialist**

Hudec Dental, a network of neighborhood dental offices providing superior care to the Cleveland area for over 30 years, has an immediate opening for a **Recare Specialist/Appointment Scheduler**.

Responsibilities include supporting all hygiene schedules via phone, ensuring daily hygiene and doctor appointments are fully booked, answering incoming phone calls and handling patient correspondence. Ideal candidates will have two years experience scheduling appointments in a healthcare environment and possess strong interpersonal, oral and written communication skills. Highly organized, excellent phone etiquette , and the ability to present the highest level of customer service to patients and staff members in a warm and welcoming fashion is necessary.

Join Cleveland's premier team of dental professionals by submitting a resume to:

Hudec Dental  
Attn: HR  
3329 Broadview Rd.  
Cleveland, Ohio 44109

fax to 216.485.1257  
or email [hr10@hudecdental.com](mailto:hr10@hudecdental.com)

[www.hudecdental.com](http://www.hudecdental.com) EOE