

# **Dental Assistant**

**Posted by:** Exeter Dental Care

**Location:** Exeter

Salary: \$28.50 Per Hour

Job ID: YJ4783594

Posting Date: 18-Nov-2025

Expiry Date: 17-May-2026

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to

2 years

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

## **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 refrence letter from your previous employer to the following email: jlrpexeter@gmail.com

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