

REMOTE DENTAL SCHEDULING
SPECIALIST, OPEN DENTAL EXPERIENCE

HIRING ORGANIZATION

Avon Dental

EMPLOYMENT TYPE

Full-time

BASE SALARY

USD 22 - USD 27

JOB LOCATION

United States

? Remote work from: United States

DESCRIPTION

Company: Avon Dental
Position: Remote Scheduling Specialist
Industry: Healthcare / Dental Services
Location: Remote (United States – Mountain, Pacific, or Central Time Zones)
Employment Type: Full-Time
Salary: \$22 – \$27 per hour
Email: mountaindentaloffice31@gmail.com

DATE POSTED

? 03/08/2026

Role Overview:

- Serve as the first point of contact for patients calling the dental office
- Manage appointment scheduling and support daily clinic operations
- Provide a positive and professional patient experience during phone interactions

Schedule Requirements

- Full-time schedule
- Available 7:45 AM – 5:15 PM Mountain Time
- 1-hour lunch break
- Consistent weekday schedule

Key Responsibilities

- Answer incoming calls for the dental office
- Schedule and manage patient appointments accurately
- Maintain organized appointment calendars for the clinical team
- Provide clear and welcoming communication with patients
- Support efficient daily workflow for dental staff

Required Qualifications

- **2+ years of dental scheduling experience**
- **1+ year remote work experience**
- **1+ year experience using Open Dental software**
- Strong patient communication and scheduling skills
- **Spanish language proficiency required**
- Must currently reside in the United States

Ideal Candidate Traits

- Friendly and professional phone presence
- Organized, detail-oriented, and reliable
- Comfortable working independently in a remote environment
- Focused on delivering excellent patient service

Benefits

- Health insurance
- Dental insurance
- 401(k) with matching
- Paid time off
- Professional development assistance

How to Apply:

Send the following to mountain dentaloffice31@gmail.com:

- Your **resume**
- A **short note** describing your dental scheduling experience
- Confirmation of your **time zone and schedule availability**