



- College degree is desired. (Degrees in communications, social work, health care, or psychology preferred.)
- High School Diploma or GED required
- Great interpersonal skills.
- Ability to work independently
- Excellent oral and written communication skills
- Proficient PC skills (Word, Excel, Access)
- Ability to prioritize and organize multiple tasks
- Ability to remain organized with multiple interruptions.

**PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Ability to communicate in an active office environment.
- Ability to efficiently operate all job related office equipment.
- Ability to communicate via telephone.
- Ability to sit for 75% of an 8 hour work day.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform this position.*

*\*\* In accordance with DentaQuest's Compliance Plan, employee must conduct DQV business in accordance with applicable laws, regulations, professional standards and ethical standards and report potential compliance or ethical issues to manager or DQV's Compliance Officer. \*\**

*DentaQuest's Affirmative Action Program affirms our commitment to make reasonable accommodation to the known physical or mental limitation of otherwise-qualified individuals with disabilities or special disabled veterans, unless the accommodation would impose an undue hardship on the operation of our business. Please see Human Resources for additional information regarding this Program.*

