



## **dental assistant**

**Posted by:** Exeter Dental Care

**Posting date:** 18-Nov-2025      **Closing 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

**Job location:** Exeter

**Salary:** \$28.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6840855

## **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](mailto:jlrpexeter@gmail.com)**

---

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**