

WORK VAPOR

Job Link: <https://workvapor.in/jobs/dental-front-desk-executive-patient-coordinator-%e2%82%b922000/>

HIRING ORGANIZATION

Dental Works

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Mumbai, India

DENTAL FRONT DESK EXECUTIVE & PATIENT COORDINATOR – ₹22,000

BASE SALARY

INR 18000 - INR 22000

DESCRIPTION

Job Role: Dental Front Desk Executive & Patient Coordinator

Company: Dental Works

Location: Sion, Mumbai

Work Mode: In Person

Job Type: Full-Time, Permanent

Salary: ₹18,000–₹22,000 per month

Experience: Minimum 1 Year

Languages: English & Hindi; Marathi Plus

Work Hours: 10 AM–8 PM, Sunday Off

Contact Details:

WhatsApp: +91 9769503520

Dental Works is hiring a **Front Desk Executive & Patient Coordinator** for its dental clinic. The role combines reception, patient coordination and treatment conversion.

Key Responsibilities

- Manage front desk and patient communication.
- Coordinate appointments and patient visits.
- Explain treatments and support conversions.
- Handle patient queries and follow-ups.
- Use Excel, WhatsApp and clinic software.
- Manage multiple tasks in a busy clinic.

Requirements

- Minimum 1 year of experience.
- Dental reception experience preferred.
- Fluent English and Hindi.
- Marathi is an advantage.
- Confident, presentable personality.
- Good communication and persuasion skills.
- Basic computer knowledge.

How to Apply

Send your resume on WhatsApp to **+91 9769503520**.