

FINDING WORK



RICHARDSON DENTURE CLINIC

The Company

Richardson Denture Clinic has been serving Vermilion and area residence since 1972, and has been under its current independent ownership since 1997.

The Work

The Clinic provides a comprehensive range of services including the creation of complete dentures, partial dentures and implant retained, mouth guards, night splints, anti-snoring devices and continuing care. The company has three full time employees, an office manager, a lab assistant and a lab manager Staff works in a friendly atmosphere in renovated premises.

The Ideal Candidate

The idea candidate would have the following attributes:

- Experience in dental services
- Excellent customer service skills
- Personable and reliable
- Have a high level of manual dexterity

Office Manager

- Responsible for Accounts Receivable, reception, booking of appointments, insurance, filing, letters and receiving payments by cash, credit card or debit.
- Should have a minimum of Grade XII
- Must be a good communicator
- Self motivated
- Mature and responsible



- Be computer literate in Microsoft Office, Word and Excel

Lab Assistant

- Responsible for trimming stone plaster models, making molds using wax, processing dentures and assisting the laboratory manager
- Also responsible for cleaning and sterilization of equipment
- Training and knowledge as dental assistant or dental lab technician a definite asset
- Should have a minimum of Grade XII
- Experience in a dental environment is a definite asset



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

- Must have good manual dexterity
- Should be responsive to training and eager to learn new skills

Lab Manager

- Formal dental lab technician training is preferred
- Responsible for setting up dentures, wax carving, trimming stone and plaster models and making molds
- Assists Denturist as required

Training

All staff are provided with in-house training as required.

The Hours, Pay and Benefits

The Clinic is open the following hours:
Monday to Friday: 8:00 a.m. until Noon
and 1:00 p.m. until 5:00 p.m. The Clinic is closed
on weekends and on Statutory Holidays.

Salaries are paid commensurate with qualifications, position and experience. A benefit package is available. Vacation is provided in accordance with the *Labour Standard Act*.

How to Apply

Job vacancies are typically advertised in the local newspapers and in technical magazines as well as in the Edmonton, Saskatoon and Battleford newspapers.

Interested applicants should apply with complete résumé and references to:

Rick Donily, DD
Denturist
Richardson Denture Clinic
4932 – 50th Avenue
Vermilion, Alberta T9X 1A4

Tel: 780 853-5887
Fax: 780 853-6191