



Dental Success Network

Personal/Executive Assistant

A reputable and well-established dentist is seeking a highly driven, goal-oriented and organized individual to become a Personal/Executive Assistant.

- ☐ The ideal candidate will be a sharp, energetic, independent thinker and trustworthy individual. As a resourceful self-starter, you will maximize the productivity of the dentist. You will solve problems at a blink of an eye without needing direct supervision or direction.

Executive Assistant Responsibilities:

- ☐ Organize and manage all business appointments, meetings and consulting calls ☐
- Attend and run all non-clinical team meetings and organize notes and manage team member's to-do lists
- ☐ Make meeting agendas
- ☐ Take the lead and manage marketing projects, provide actionable and measurable targets and plans
- ☐ Coordinate travel, transportation, and accommodations as needed
- ☐ Take on special projects as assigned
- ☐ Assist with Human Resources: payroll, hiring, onboarding and offboarding, benefits, etc.
- ☐ Keep track of business expenses
- ☐ Track office numbers
- ☐ Pick up office supplies
- ☐ Respond to Google Reviews
- ☐ Pay office bills
- ☐ Handle payment discrepancies
- ☐ Attend dental events
- ☐ Organize and maintain Google Drive

Personal Assistant Responsibilities:

- ☐ Run errands
- ☐ Pick up lunch
- ☐ Book personal trips: flights, cars, hotels

Requirements:

- ☐ Excellent organization skills



Dental Success Network

- ☐ Interpersonal communication skills
- ☐ Sound decision-making skills, drive, and desire to succeed
- ☐ Masterful communicator and problem solver
- ☐ Expert follow-up
- ☐ Strong analytical research skills
- ☐ Ability to work independently on projects, from conception to completion, and manage time in accordance with needs
- ☐ Flexibility
- ☐ Working with a high level of discretion
- ☐ Experience with booking travel both nationally and internationally is a plus
- ☐ Must be proficient with Microsoft Office, Google Drive, and all social media. Basic graphic design skills are preferred but not required.