

# Job description

**About Digital Designs Dental Lab:** Headquartered in Columbus, Ohio, Digital Designs Dental Lab is a national dental lab that provides dental implants such as crowns, dentures, partials and bridges to dentists, dental-service organizations (DSOs) and other dental labs.

**Overview:** Responsible for developing customer relationships that promote retention and loyalty. Will work with clients to ensure they are satisfied with the services they receive, while improving on areas of dissatisfaction. Will also provide support for Data Entry processes.

## What you will do:

- *Customer Service* – Our highest priority are candidates who understand how to effectively communicate with dental professionals within a dental practice. The individual will work with customers to handle any questions about working with Digital Designs such as case questions, billing, shipping and order delivery.
- *Data Entry* – Enter case details into Digital Designs' tracking system to facilitate corporate reporting and case tracking for customers.

## Work Remotely

- No

## Job Type: Part-time

Salary: \$14.00 - \$17.00 per hour

## Benefits:

## Schedule:

- 2 – 3 days per week
- Schedule is flexible/TBD

## Education:

- High school or equivalent (Required)

Experience:

- Customer Service: 1 year (Preferred)
- Data Entry: 1 year (Preferred)
- Dental: 1 year (Preferred)