

**Position** – Administrative Assistant

**Location** - Salt Lake City, Utah

**Contact** – [careers@dentalcooperative.com](mailto:careers@dentalcooperative.com)



## The Company

The Dental Cooperative is a collective of independent dentists currently operating in five states. The organization was established in 1998 and is headquartered in Salt Lake City, Utah. More information can be found at [www.dentalcooperative.com](http://www.dentalcooperative.com).

Our mission is to "Empower and Preserve Independent Dentistry" by providing a platform for independent dentists to organize and unite as a large group. Collectively, Dental Cooperative members can accomplish what individual dentists cannot. Through the Cooperative, members maintain their independence as practitioners and private business owners while having access to benefits that large corporate practices enjoy.

Cooperative members have access to a variety of programs and services managed by the Dental Cooperative which include:

- **Supply Savings** - Group purchasing of supplies and rebates from lead suppliers
- **Dental Benefit Program** - An alternative to dental insurance for businesses and a patient generating source for Cooperative members
- **Insurance Fee Negotiation** - Providing resources for our members to increase their reimbursements with participating insurance companies.
- **Referral Services** - Effective referral programs for generalists and specialists
- **Financing** - Competitive financing available for members
- **Practice Transitioning** - Successful practice transitioning for our members
- **Vendor Offers** - Discounts on products and services including disability and property and casualty plans.
- **CE Courses** - Free CE courses for Cooperative members

## Position Description

The Administrative Assistant position is a support management position at the Cooperative corporate offices in Salt Lake City, UT. This position encompasses assisting the Executive Administrator and Management in operations, internal processes and programs. This is a flex-time position in a professional office setting.

The Administrative Assistant is responsible for support for the day-to-day internal functions of the organization, acting as a contact for our management team as well as the procedural execution of various programs and functions. These may include functions phone reception, invoice assisting, mailing management, print services, database population, data collection, fielding customer and sales team calls, file management, and process improvement. The Administrative Assistant will work under the direction of the Executive Administrator and with the management team to ensure critical internal processes for all aspects of the organization are executed.

## **Responsibilities**

The Administrative Assistant is responsible for the following:

- *Process Management Assistance* – Assisting in all processes critical to operations.
- *Invoice Management* – Assisting monthly billing and invoicing to our members, including mailings.
- *Supply and Materials Management* – Printing and managing general marketing materials and office supplies.
- *File Management* – Electronic and hard copy filing and management of all customer data.
- *CRM Administration* – Responsible for CRM report fulfillment and data integrity.
- *Data Entry* – CRM, contracts, etc. data entry and management.
- *Sales and Marketing Support* – Providing support to the sales team for materials requests, convention scheduling, materials shipping, etc.

## **Requirements:**

### Characteristics

- Excellent written and oral communication
- Highly organized
- Detail oriented
- Proactive and self-starting
- Assertive
- Personable
- Skilled in engagement resolution
- Involved in improving processes and functions
- Team focused

### Skills

- Must be familiar with Microsoft Excel, Word, Outlook, PowerPoint.
- Must be very capable to use web applications such as cloud based CRM, DropBox, GoToMeeting, and other applications.
- Problem solving skills

## **Schedule and Compensation:**

- Flex-Time. 20 to 35 hours per week depending on load and need.
- Days and hours variable and flexible.
- \$10 to \$12.00/hour depending on experience.
- 90 day training & trial period
- Fast growing organization, so full-time position may be available in future.

**Contact:**

Please email a resume including current references to [careers@dentalcooperative.com](mailto:careers@dentalcooperative.com)

