A Smile 4 U is a multi-specialty practice including Adult & Pediatric Dentistry, Orthodontics, Oral Surgery, IV Sedation & Endodontics. Our offices are state-of-the-art and are located in Cartersville, Hiram, East Point, Decatur, Dalton GA, and Oxford MS. A Smile 4U is seeking qualified, energetic, dependable, and dedicated employees to join our rapidly growing team.

We are pleased to announce an immediate opening for an **Orthodontic Assistant**.

You will be responsible for, but not limited to, the following;

* Present yourself as a qualified Orthodontic Assistant with energetic, positive attitude, clear communication and you are there to assist the patient.
* Assisting the Orthodontist during a variety of treatment procedures, including bonding and adjustments.
* Taking impressions of patients' teeth for study casts (models of teeth).
* Updating patients’ medical history.
* Provide quality and compassionate care to every patient before, during and after Orthodontic treatment.
* Teaching patients appropriate oral hygiene to maintain oral health; tooth brushing, and flossing.
* Assist with Recall lists, Missed & Cancelled lists and Treatment Plan reports to try and fill in cancellation and no show appointment times.
* Assist with patients and suppliers, when necessary (e.g.; scheduling appointments, answering the telephone, billing and ordering supplies).