

Job Order Form Number: 521

Date: 11/04/09

Company Name: Doctor Valentina Goren

Company Address: 14515 1/2 Victory Blvd.

City, State: Van Nuys, CA 91401

Telephone/Fax # email: 818-902-9999 Fax: 818-902-9393

Contact Name: Savannah Sierra

Please fill out the following information regarding the position(s) you need filled. The more information you provide, the better able we are to give you what you need.

Job Title: Receptionist/Dental Assistant		Employer Identification Number (EIN):
Openings: 1		
Hours per week: 40	Salary: 11.00	Shift: M-F 10am-7pm
Overtime:	Benefits: No	Training Available: No
Temp. To Perm:	Temp:	
Driver's Lic. Needed:	Start Date: ASAP	
Duties/Responsibilities: Insurance Verification, billing, dentrex experience or knowledge		
Requirements: 6 months to 1 year experience, bilingual English/Spanish, insurance verification and billing.		
How to apply: In person or send resume by fax on Tuesdays and Thursday s only.		

**Canoga Park/West Hills WorkSource Center ... Arbor E & T, Inc. Managed Program
 21010 Vanowen Street, Canoga Park, CA 91303**

*Please reach us by fax at (818) 596-4140 or by telephone at (818) 596-4448 or email:
alexmartinez@arboret.com to post job orders.*

Thank you.