



FK DENTAL SERVICES LIMITED



#JOB-2432997



MAYPARK DENTAL & AESTHETIC CLI, 7

Maypark, Malahide Road, Dublin 5, D05 KC62



No of positions : 1



Paid Position



39 hours per week



37000.00 Euro Annually



09/02/2026



09/03/2026

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Dental Practice Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Maypark Dental is a forward thinking, fully digital dental practice committed to delivering exceptional patient care with the help of modern technology and a passionate team. We are currently seeking an enthusiastic and highly organised dental practice manager to lead our administrative operations and support our digital growth. €37,000 per annum

As Practice Manager, you will play a key role in the smooth day to day running of the practice. This includes coordinating the clinical team, overseeing patient communication, and driving our digital marketing efforts. You will also be responsible for managing digital leads, handling our CRM system, and working closely with advertising platforms to monitor and manage campaigns.

Ensure the efficient and professional running of the dental practice. Manage compliance. Manage day to day operations including scheduling, patient care coordination, administrative duties. Oversee and manage digital marketing leads via our CRM system. Operate and maintain ad manager tools (e.g., Facebook Ads, Google Ads) to track performance and support lead generation. Collaborate with the clinical team to enhance patient experience and streamline digital workflows. Maintain and troubleshoot digital systems and ensure compliance with data protection protocols. Provide leadership and training to the support team. Work Saturdays on a rotational basis as part of a 39 hour work week. Creation and management of a professional, engaging monthly newsletter.

Prior experience in a dental or healthcare administrative role preferred. Excellent IT and computer skills experience in a fully digital environment is essential. Proven ability to use CRM platforms and manage digital marketing leads.

Familiarity with advertising platforms such as Facebook Ad manager or Google Ads is highly desirable. Strong organisational and communication skills. Self motivated, with a proactive approach to problem-solving and leadership. Willingness to work weekends.

- **Sector:** human health and social work activities

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 8 (incl Higher Diploma & Honours Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Customer Service, Sales/Marketing, Technical IT
- **Competency Skills:** Leadership, Management