



Company Details Confidential



#JOB-2433588

SMILE STORE PARTNERSHIP, The Village



Centre 1st Floor, Tramore Road, Junction

Togher Road, Co. Cork, T12 X0PP



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



12/02/2026



12/03/2026

## How to apply

### Application Method :

Not available



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



## Dental Healthcare 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

Smile Store Partnership based in First Floor Medical Suites at the Village Center Tramore Road Junction Togher Road, T12 X0PP, Cork Ireland is seeking for 1 Dental Healthcare Practice Manager.

The successful candidate will have experience of working in a busy dental practice and/or a degree in a related subject.

The main duties are:

- Implement and maintain efficient administrative systems, policies, and procedures to ensure smooth and compliant day-to-day operations of the dental practice.
- Manage and optimise the use of dental practice management software and electronic patient record systems, ensuring data accuracy and GDPR compliance.
- Oversee billing and financial transactions, ensuring accuracy and adherence to regulatory guidelines
- Develop, coordinate, and implement staff training programmes to ensure compliance with industry standards, infection control protocols, and health and safety regulations.
- Ensure a high standard of patient care and satisfaction by implementing and maintaining quality assurance protocols
- Address patient concerns and feedback promptly and professionally
- Oversee the maintenance of the dental office or clinic facilities
- Coordinate with external vendors for equipment servicing and repairs
- Develop and implement marketing strategies to attract new patients and retain existing ones
- Monitor operational performance and prepare reports for senior management/ownership to support strategic decision-making.

Contract type: 24 Months permanent full time contract-39 hours per week, € 36,605 annually

Apply by email: [tamas.kirchknopf@smilestore.ie](mailto:tamas.kirchknopf@smilestore.ie)

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

### Career Level

- Managerial