



 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



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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

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

Career Level

