



Company Details Confidential



#JOB-2448665

OZ Dental Limited, 38 Aran House, Custom



House Square, Mayor Street Lower, I.F.S.C.,

Dublin 1, D01 X223



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



15/05/2026



12/06/2026

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

OZ Dental Limited based in Dublin, 38 Aran House, Custom House Square 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: inidapol@gmail.com

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

Career Level

- Managerial