



SMILES CREATION LIMITED



#JOB-2464206



SMILES CREATION LIMITED, Raheny Sc,
Howth Road, Dublin 5, D05 X2E0



No of positions : 1



Paid Position



40 hours per week



36605.00 Euro Annually



18/08/2026



15/09/2026

How to apply

Application Method :

Not available



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online



Dental Marketing and clinical coordinator

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

Key Responsibilities:

Marketing: Develop and implement marketing campaigns to promote the practice and its services.

Manage social media platforms and create engaging content.

Coordinate website updates, newsletters, and promotional materials.

Organise patient events, open days, and community outreach activities.

Monitor marketing performance and provide regular reports on campaign effectiveness.

Build and maintain the practice's online reputation by encouraging and responding to patient reviews.

Clinical Coordination

Coordinate patient treatment plans and appointments.

Support clinicians by ensuring efficient scheduling and patient flow.

Liaise with patients regarding treatment options, finance, and follow-up care.

Maintain accurate patient records and ensure compliance with relevant regulations.

Assist in achieving clinical and operational performance targets.

Work closely with the reception and clinical teams to deliver an outstanding patient experience.

time to time assist dentists as dental nurse

Essential Skills & Experience:

Previous experience in a dental practice is preferred.

Experience in marketing, social media management, or customer engagement.

Excellent communication and interpersonal skills. Preferable masters degree in Marketing.

Strong organisational and time-management abilities.

Proficiency with Microsoft Office and dental practice management software Dentally and AI recaptioning

A proactive, positive attitude with excellent attention to detail.

Ability to work independently and collaboratively within a team.

Multilingual

Desirable :

Dental nursing qualification or experience in a clinical coordination role.

Marketing qualification or experience in digital marketing.

Knowledge of dental treatment planning and patient journey management Special area.

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

Career Level

- Experienced [Non-Managerial]