



Company Details Confidential



#JOB-2467516

MAHON DENTAL SURGERY, UNIT 13,



Avenue De Rennes, Mahon, Cork, Co. Cork,

T12 H0XE



No of positions : 1



Paid Position



39 hours per week



18.50 Euro Hourly



03/09/2026



01/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mahondentalsurgerycork@gmail.com



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

Mahon Dental Surgery is seeking a Dental Practice Manager to manage and coordinate the day-to-day operational running of the dental practice, supporting the Principal Dentist in maintaining an efficient, safe and patient-focused service.

- Manage and coordinate the day-to-day operations, resources, facilities and administrative systems of the dental practice.
- Coordinate and oversee staff rotas, daily workflow and work allocation across the practice.
- Organise clinical schedules, appointment systems and patient flow to support efficient service delivery.
- Oversee patient administration, recall, record-management and practice communication systems.
- Manage stock control, procurement and inventory of dental materials and practice supplies, liaising with suppliers and service providers.
- Coordinate health and safety, infection-control administration, clinical waste management and operational compliance procedures.
- Coordinate equipment servicing, maintenance, contractors and other operational requirements.
- Prepare and maintain operational schedules, reports and practice records and support the Principal Dentist with practice resources and operational priorities.
- Oversee routine safety and compliance checks, including weekly AED checks, emergency-drug and supply expiry monitoring and monthly operational checklists.
- Review and improve administrative and operational procedures to support the efficient and patient-focused running of the practice.

This is a non-clinical practice-management role and does not involve independent clinical decision-making, diagnosis, prescribing or the provision of dental treatment.

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

Career Level

- Managerial