



Cork City Dental



#JOB-2473188



CORK CITY DENTAL PRACTICE, 4 Lavitt's

Quay, Cork, Co. Cork, T12 DH7Y



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



02/10/2026



30/10/2026

How to apply

Application Method :

Not available



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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

We are seeking a highly organized, professional, and leadership-driven Dental Practice Manager to oversee the day-to-day operations of our busy dental clinic. In this role, you will work closely with the Principal Dentist and clinical team to ensure the smooth, efficient running of the practice, deliver an exceptional patient experience, and drive business growth. The ideal candidate will have strong administrative capabilities, excellent communication skills, and a solid understanding of compliance, financial systems, and staff management within a healthcare or dental environment.

Key Responsibilities

Daily Operations: Manage and coordinate day-to-day clinical schedules, patient flow, and general administrative systems.

Team Leadership: Supervise, mentor, and support dental nursing staff, including organizing rotas and performance reviews.

Patient Experience: Oversee patient coordination, handle escalated patient inquiries, and maintain high standards of patient care and satisfaction.

Financial & Practice Records: Prepare and maintain precise operational schedules, financial reports, and practice records.

Procurement & Inventory: Manage stock control, oversee the procurement of dental materials, and audit practice supplies while managing relationships with suppliers.

Compliance & Safety: Ensure the clinic remains fully compliant with dental regulations, health and safety standards, and cross-infection control policies.

Requirements & Qualifications

Experience: Minimum of 2–3 years of experience in a management or supervisory role, preferably within a dental practice or medical environment.

Software Skills: Proficiency with modern dental practice management software

Skills: Exceptional organizational, problem-solving, and communication skills.

Education: A degree or certification in Healthcare Management, Business Administration, or a related field is an advantage but not mandatory with relevant experience.

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

Career Level

- Managerial