

Dental Practice Manager

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Company: ZEST Dental Recruitment

Location: Newry

Category: other-general

State of the Art practice

Full Practice Manager responsibilities

Great working environment

Team oriented ethos

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Dental Practice Manager roles in Northern Ireland (Newry). Zest Dental have a fantastic opportunity for a full time experienced Dental Practice Manager based in the County Armagh / County Down area of Northern Ireland, working with a forward thinking, pro-active dental clinic offering a range of first class services. Joining the organisation at an exciting time being able to help shape the management and administration of the practice moving forwards.

Responsibilities.

Overseeing the day to day running of the practice helping to deliver objectives

Recruitment & training programs to directly manage a team of clinical and non-clinical staff

Managing staff rotas including sickness and absences to ensure sufficient staffing levels are maintained

Good financial management, business growth increasing sales and reducing costs

Handling complaints and feedback from staff and patients

Managing staff and their performance; appraisals and staff development reviews

Conducting regular team meetings and staff training

Implementing and updating policies and procedures according to changes in company policy and legislative updates

Maintaining premises, equipment and surfaces in a clean, safe, hygienic environment

Risk assessments audits and financial data which must be completed to company and CQC standards

Safely and securely managing clinic finances and payments

Maintaining stock levels of both clinical and consumables,

Safeguarding lead

Information governance lead with awareness of Data Protection and GDPR

Ensuring all NHS requirements are met

Requirements

As a quality and modern Private Dental Practice you will have come from a similar background with solid experience of practice management with solid team leading skills. Managing a multi-disciplinary team you have good communication, leadership and people skills. Knowledge of CQC requirements, health & safety, basic accounting and day to day running of a private practice will be vital. This is a great chance to join a well-established company, a fantastic team allowing you to become an integral / key person in the company showcasing your knowledge and skill set. In return you will be offered a salary up to 34,000 with additional benefits.

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