

## Operations/Clinic Manager - Dental - Dubai

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Operations/Clinic Manager - Dental - Dubai Operations/Clinic Manager - Dental - Dubai

The job posting is outdated and position may be filled. We are seeking a dedicated and capable clinic operations manager to oversee the daily administrative operations of our clinic. Your duties will include implementing procedures to optimize patient care and managing the budget. You will also be required to hire and train staff members. To be successful in this role, you should exhibit exceptional managerial abilities, which would ultimately translate to excellent patient care. Outstanding clinic managers are experienced administrators who proactively address issues that prevent the clinic from running smoothly.

**Responsibilities**

- Liaising with healthcare professionals and patients about treatment plans.
- Overseeing clinic operations and staff duties.
- Keeping medical professionals informed about healthcare administered at the clinic.
- Managing the clinic's budget, billing system, and inventory.
- Ordering stock and supplies for the clinic.
- Overseeing the purchasing, maintenance, and repair of clinic equipment.
- Performing the hiring, training, and performance evaluation of staff members.
- Managing internal and external communications, and answering queries about the clinic.
- Periodic reporting to the general manager and board of directors.

**P/L responsibility.**

**Requirements** Bachelors degree in healthcare administration, health services administration, or similar. Masters degree in a related field is preferred. Experience in managing a healthcare facility or clinic, preferably dental. Ability to supervise and motivate clinic staff to perform their duties efficiently. Exceptional organizational skills to ensure that quality services are provided. Knowledge of procuring supplies, equipment, and staff needed at the clinic. Proficiency in managing budgets, billing, and negotiating with suppliers and vendors.

Competency with computer-based healthcare administration systems Exceptional interpersonal skills for liaising with patients, healthcare providers, and specialists, as well as the public. Excellent written and verbal communication skills. Benefits Competitive salary, medical insurance Disclaimer: Drjobs.ae is only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer. We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page. Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally! Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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