



ADAAMA

PRACTICE MANAGER'S RESOURCE

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HOW TO PERSONLISE YOUR TEMPLATED DOCUMENT:

To personalise this document, I suggest you insert your own practice logo, it is really simple to do, just double click on the ADAAMA logo, delete this and insert your practice logo, you only need do this on the first page then it will replica throughout the document.

This document has been supplied to you in word document so you have the ability to amend it to suit your individual practice.

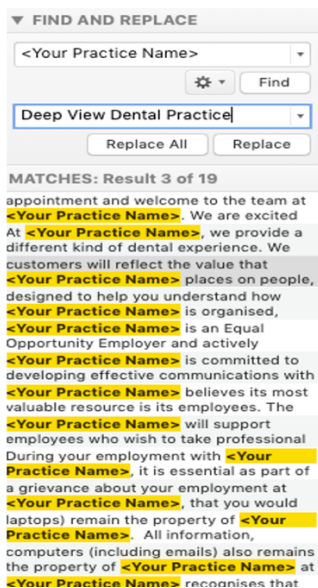
Personalise the practice name by clicking on the top right hand search in the word document and entering <Your Practice Name> as below



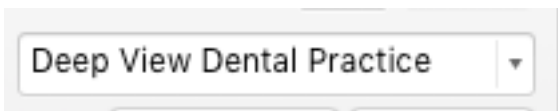
If you then click on the dropdown arrow next to the <Your and hit 'replace'



On the left hand side you will see the following:



If you enter your practice name in this example I have used:



This will change all the <Your Practice Name> to Deep View Dental Practice throughout the entire document.

The same applies if the highlighted yellow says 'Dentist Name' or 'Practice Manager'

If you have any issues with this, please send us an email and we will try to help you.

If there is anything else we can help you with, please do not hesitate to contact us.

Creating an Advert for an Employee

Brief statement about your location and type of business:	“Busy CBD Dental Practice”
What you are looking for. Write a list of adjectives that pertain to <Your Practice Name> and your vision of the type of person who will fill it:	“...seeking enthusiastic, detail-oriented Practice Manager...”
Promote the position and <Your Practice Name>:	“...are you looking to be part of an evolving practice...”
Advertise what you are looking for:	“...experience preferred as a manager in the dental / medical field...”
The detail – small print:	“...F/T, Mon-Fri, 7:30 to 4:00...”
Quality statement that reveals something unique and inspirational about your practice:	“...If you are interested in joining a quality, ethical team where your participation makes a difference...”
When to have the application in by:	“...please send your resume and cover by 21 st July 2023 .”

Sample Advert for Dental Practice Manager

- Located South of CBD – Excellent remuneration package
- Large Dental Practice, two sites
- Great induction process

We are a busy Dental Business and are seeking a highly motivated, enthusiastic and motivated full time Practice Manager to help manage and grow the business.

Are you looking:

- To be part of an evolving Dental Business?
- To lead a team and develop staff support systems?
- To work with people who appreciate the exceptional work that you do and the impact you have on the business you are working for?
- To have a full-time position which will allow you to not only help the running of <Your Practice Name> but will also actively seek your input in helping to shape the its future and development.
- To have support and help to assist with settling into this new role?

Who we are looking for:

- You have experience in the Dental/Medical profession as a Manager and want to progress your career path.
- You are professional and passionate about the industry and enjoy constantly learning and developing your role in the team.
- You are consistent and very organised.
- You understand budgets and KPI's and have knowledge of finance.
- You are just as comfortable working as part of a team as well as leading other team members.
- You have experience with computers preferably D4W and MYOB
- You understand the importance of good communication and the vital role of customer service within <Your Practice Name>.
- You are looking for a role with a team and a Practice with which you can see yourself staying with for a long time.

The small print:

- We are ideally looking for a full-time candidate.
- This role is to replace an existing Practice Manager.
- We are willing to offer the right remuneration to reflect your ability and value to our business.

- We have private off-street parking. We value our staff and our attribute is that of a friendly, comforting and professional environment.

If you are interested in joining a quality, ethical team where your participation makes a difference please email your resume and cover letter denitst@practice.com.au.

Closing date for this position is <date>.