

Simona Pacuraru

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Profile

I'm self motivated and have a confident approach to my work. I'm a good team player and also able to work independently.

I'm an enthusiastic person who likes to work hard and put everything into the role that I do. I am very loyal and trustworthy and I'm happy to learn whatever is necessary.

Education

Level 4 CertHE Skills for Workplace UWSTD 2021-Ongoing

Level 3 Diploma in Practice of Dental Nursing Course Millennium Academy 2018 –2021

Level 2 NVQ - Diploma in Food Production and Cooking 2014-2015

Diploma of Higher Education equivalent of A levels in Electro-technique, English and Mathematics

2001-2005

Experience

Head Nurse, All Saints Dental Clinic August 2018 – Ongoing

- Providing support and reassurance to the patients,
- Recruiting and training staff, dealing with any enquiries and complaints and monitor patients,
- Sterilising instruments, putting together the rota,
- Managing deliveries and checking products .

General Assistant, TNS CATERING VOLVO WARWICK September 2013 – August 2018

- Greeting customers who enter the shop, offering coffee and other drinks,
- Being involved in stock control and management,
- Assisting shoppers to find the products they are looking for,
- Being responsible with processing cash and card payments,
- Stocking shelves with merchandise,
- Answering queries from customers.

- **References** Available on request

To whom it may concern,

I would like to apply for the available position as advertised on the internet.

I am a highly efficient and organized person with good leadership qualities, a teamwork mentality and enjoy working as part of a team. I believe that I would be a welcome addition to your existing service team and would like to be given the chance to demonstrate my skills to you. I know that I would be able to learn the company protocol and important guidelines easily without hesitation. My interpersonal skills, communication skills and positive work ethic would make me an asset to your Practice .

Whilst still providing courteous and efficient service, I will be able to provide your patients with the best care services while increasing your reputation in the market. I enjoy working with and meeting new people and always maintain a good personal appearance. I am confident in my abilities to perform this role and become a central element to your team.

I look forward to discussing my application with you further.

Sincerely,

Simona Pacuraru

Assistant Dental Practice Manager

All Saints Dental Clinic Birmingham
Birmingham

Job type

Part-time

Shift and schedule

12 hour shift

8 hour shift

Overtime

Weekend availability

10 hour shift

Monday to Friday

Qualifications

Experience:

- Practice Management, 2 years (Preferred)

Language:

- English (Preferred)

Full Job Description

We are looking for an assistant Practice Manager to help our Management team in the smooth and efficient day to day running of our solely private dental Practice. The practice provides services including general dentistry, implants and orthodontics.

The position will include working on reception, administration, compliance and overseeing the nursing team, hence experience in these areas is needed.

The Position will suit a current head nurse or lead receptionist looking to venture into management roles.

A strong working knowledge of dental practice compliance and SOE is essential.

The assistant manager will need good leadership, communication and problem solving skills with the ability to think laterally. They will be able to lead and motivate the team and be a good team player to ensure a quality service is offered to patients.

Requirements:

3 years experience within Dentistry

Please include a cover letter and CV when applying for this role.

Job Type: Part Time 24- 32 hours spread across Mon-Sat

Saturday Cover and Flexibility to work some late shifts essential.

Job Location: Kings Heath Birmingham

Flexible Working Options Available:

- Staggered hours
- Part-time

Job Type: Part-time

Salary: From £13.00 per hour

Schedule:

- 10 hour shift
- 12 hour shift
- 8 hour shift
- Monday to Friday
- Overtime
- Weekend availability

Experience:

- Practice Management: 2 years (Preferred)

Language:

- English (Preferred)

Work Location: One location

Hiring Insights

Hiring **1** candidate for this role