



## **HEAD OFFICE DUTIES**

**GILDA PARRENO:** ADMINISTRATIVE ASSISTANT ([admin@ausdentalgroup.com](mailto:admin@ausdentalgroup.com)) Available Mon-Fri

- All issues that require Directors/Management approval
- Ian's administrative assistant (documents for his signature, reports/feedback to go to him, any meetings/work schedules for Ian)
- Opening any new accounts
- New Dentist: Medicare provider form, Health funds provider forms
- Preparation of HR contracts, extension or permanency of all staff
- Any admin type work required to be done at head office

**NAMITA MAHANAMA:** HEAD OFFICE CONSULTANT ([namita.mah27@gmail.com](mailto:namita.mah27@gmail.com)) Available Mon-Wed

- Visit clinics at scheduled time allocations to review checklists, verbiage, wage %, reporting monthly financial reports to the PM and running of the clinic
- Provide communication link between clinic and head office
- Overseeing operations within clinics with the assistance of Ian Ho
- Overseeing any HR matters (contracts, leave approval, performance reviews) with the direct assistance of Gilda Parreno
- Pharmacist service for Dentists, if having any prescribing queries with patients

**GRACE XU:** ACCOUNTS OFFICER ([grace@ausdentalgroup.com](mailto:grace@ausdentalgroup.com)) Available Mon-Fri

- Processing and overseeing all Payroll and Wageloch adjustments
- Processing all superannuation for head office
- Overseeing bank reconciliation
- Processing and analysing financial reports (wage %, Profit and Loss statements, Monthly productive reports)

**ARNEL ISABEDRA:** ACCOUNTS SUPERVISOR ([arnel@ausdentalgroup.com](mailto:arnel@ausdentalgroup.com)) Available Mon-Fri

- All Payroll matters other than Dentist's
- Processing and approving payments of all invoices
- Overseeing the book keepers Lilian and Mariane

**RON PARRENO:** MARKETING STAFF ([ron@ausdentalgroup.com](mailto:ron@ausdentalgroup.com)) Available Tue-Fri

- Online ad campaigns (all matters related to websites, Facebook, search engine optimisation, Google services)
- Creation of written articles, photo and video content, newsletters and promo's. As well as newspaper, magazine, sponsorships and radio advertising
- Print ad marketing (business cards, flyers, brochures, flags, posters etc.)
- Very IT/tech savvy, so can also be contacted for computer/technical difficulties

**FIONA YU:** ACCOUNTS ([accounts@ausdentalgroup.com](mailto:accounts@ausdentalgroup.com)) Available Mon-Thurs

- Payroll for all Dentist's (including lab charges and sending out payment advice)
- Amendments in the allocation of daily fees of Dentist
- End of month dentists' fees summary to be emailed directly to Tricia (without uploading to Evernote for confidentiality).
- Processing Superannuation
- Bank reconciliation

**BOOK KEEPERS:**

Each practice is allocated one book keeper who is responsible for the processing of all invoices and daily reconciliations.

<b><u>LILIAN:</u></b> ( <a href="mailto:fincon1@ausdentalgroup.com">fincon1@ausdentalgroup.com</a> )	<b><u>MARIANE:</u></b> ( <a href="mailto:fincon2@ausdentalgroup.com">fincon2@ausdentalgroup.com</a> )
Bunbury	Subiaco
Mandurah	Rossmoyne
Robert St Dental	Lesmurdie
Atherton Family Dental	Whitford Dental Centre