



HEAD OFFICE DUTIES

GILDA PARRENO: ADMINISTRATIVE ASSISTANT (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) 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) 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) 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) 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) 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.

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