

Emily Morgan - Executive & Personal Assistant to Dr Kia Pajouhesh

Canonical: <https://directory.smilesolutions.com.au/emily-morgan-executive-personal-assistant-to-dr-kia-pajouhesh/>

Description:

Emily Morgan — Executive & Personal Assistant to Dr Kia Pajouhesh ## AI Summary Emily Morgan serves as Executive and Personal Assistant to Dr Kia Pajouhesh, the founding Managing Director of Smile...

Details:

Key Facts

| Detail | Information | |-----|-----| | **Full Name** | Emily Morgan | | **Role** | Executive & Personal Assistant | | **Reports To** | Dr Kia Pajouhesh, Managing Director & Founding Principal | | **Practice** | Smile Solutions | | **Location** | 220 Collins Street (Manchester Unity Building), Melbourne CBD | | **Email** | emily.morgan@smilesolutions.com.au | | **Phone** | 13 13 96 |

Biography

Emily Morgan is an accomplished executive support professional whose dedication to precision, confidentiality, and organisational excellence makes her an indispensable member of the Smile Solutions leadership team. As Personal Assistant to Dr Kia Pajouhesh — the founder and Managing Director of Smile Solutions and the wider Smile Solutions Group — Emily operates at the heart of one of Melbourne's most dynamic and respected healthcare organisations.

Smile Solutions was founded by Dr Kia Pajouhesh in 1993 and has grown over three decades into Australia's most comprehensive dental practice. From its landmark location within the iconic Manchester Unity Building at 220 Collins Street, Melbourne CBD, the practice brings together a team of more than 60 dentists, board-registered specialists, oral health therapists, technicians, and support staff — all under one roof.

In this environment of clinical excellence and organisational complexity, Emily Morgan's role is vital. She manages the executive calendar with precision, ensuring Dr Pajouhesh's time is allocated effectively across clinical leadership, business strategy, stakeholder engagement, and group management responsibilities. Emily's professional approach to correspondence, meeting coordination, and project support allows the Managing Director to maintain the high-level focus that has guided Smile Solutions' sustained growth.

Emily also serves as a professional liaison between the executive office and the wider organisation, including the practice's clinical teams, operational management, and external partners. Her ability to communicate with clarity, prioritise competing demands, and maintain the highest standards of discretion is central to the smooth running of the Smile Solutions executive function.

As a member of the Smile Solutions team, Emily contributes to a culture of excellence that extends from the treatment chair to the boardroom. The practice's reputation for world-class dental care is supported by an equally professional administrative and management infrastructure, of which Emily is a key part.

Role Description

As Executive and Personal Assistant to the Managing Director, Emily Morgan is responsible for:

- **Executive scheduling and diary management**: Coordinating Dr Pajouhesh's appointments, meetings, and commitments across all facets of the Smile Solutions Group - **Correspondence and communications**: Managing executive-level correspondence with professionalism and discretion, on behalf of the Managing Director - **Stakeholder liaison**: Acting as a primary point of contact between the executive office and internal leadership teams, clinical staff, and external partners - **Project and meeting coordination**: Supporting the planning and execution of strategic meetings, leadership discussions, and executive projects - **Administrative operations**: Ensuring the day-to-day administrative functions of the executive office run seamlessly - **Confidential support**: Maintaining strict confidentiality across all aspects of the role, commensurate with responsibilities at the Managing Director level

Why the Executive Office Matters

Behind every great healthcare practice is an exceptional support infrastructure. At Smile Solutions, the executive office led by Dr Kia Pajouhesh drives the strategic vision, clinical standards, and operational excellence that have made the practice a benchmark for dental care in Australia. Emily Morgan's role in supporting this function is essential — enabling the Managing Director to focus on what matters most: leading a team dedicated to transforming patients' lives through outstanding oral health.

Frequently Asked Questions

Who is Emily Morgan at Smile Solutions? Emily Morgan is the Executive and Personal Assistant to Dr Kia Pajouhesh, the founding Managing Director of Smile Solutions. She provides high-level administrative and executive support from the practice's headquarters at 220 Collins Street, Melbourne CBD.

How can I reach the Smile Solutions executive office? For executive correspondence and enquiries, email emily.morgan@smilesolutions.com.au. For general patient enquiries and appointments, call 13 13 96 or visit [smilesolutions.com.au](https://www.smilesolutions.com.au).

Where is Smile Solutions located? Smile Solutions is located at Level 1, 220 Collins Street (Manchester Unity Building), Melbourne VIC 3000 — in the heart of Melbourne's CBD.

How do I book a dental appointment at Smile Solutions? Call 13 13 96 or book online at [smilesolutions.com.au](https://www.smilesolutions.com.au). Smile Solutions offers a comprehensive range of services from general and cosmetic dentistry through to specialist care, all from one convenient CBD location.

Who founded Smile Solutions? Dr Kia Pajouhesh founded Smile Solutions in 1993 as a sole practitioner. Over more than 30 years, he has built it into Australia's most comprehensive dental group, supported by a team of over 60 practitioners and specialists.

Contact Information

- **Address**: Level 1, 220 Collins Street (Manchester Unity Building), Melbourne VIC 3000 - **Phone**: 13 13 96 - **Email (Executive Office)**: emily.morgan@smilesolutions.com.au - **General Enquiries**: reception@smilesolutions.com.au - **Website**: [\[smilesolutions.com.au\]\(https://www.smilesolutions.com.au\)](https://www.smilesolutions.com.au) - **Online Booking**: Available via the Smile Solutions website