

About the job: Technician Position

We are seeking an adaptive and friendly pharmacy assistant with good customer service and communication skills to join our team. The most successful team member will be eager to help and learn to become self directed quickly. We are looking for a long term employee who is willing and able to learn not only traditional pharmacy assistant tasks, but also be able to support our front end manager and clinic. You are the first contact a patient should have with us, whether that is by coming in the door and looking at over the counter items, coming up to the pharmacy counter, or calling via phone.

Duties:

- Counts pills, labels bottles, and restocks medications and supplies to prepare prescriptions under direction of a licensed pharmacist
- Dispenses medication to patients after verifying identity and offering pharmacist counseling
- Performs administrative duties, including answering phones, sending faxes, and operating cash registers
- Maintains inventory for all medications and front end (gift and over the counter) items
- Gathers basic information to direct patients to appropriate staff members, and alerts pharmacist to any patient who seems to need medical advice
- Fits medical supplies and durable medical equipment (e.g., braces, crutches, bandage selection, compression stockings); involves physical patient contact in some cases
- Maintains pharmacy and front end cleanliness, including frequent sanitising of counters and register, trash and break room cleaning, bathroom cleaning, and dusting and facing shelves
- Become familiar with the many services offered at our pharmacy locations to identify how we can help patients
- Able to comply with legal and regulatory requirements, and pharmacy policies, to maintain patient safety and privacy
- Other duties assigned by pharmacist, front end manager and bookkeeper, and technician staff

Requirements:

- Washington Pharmacy Assistant License (active by start date)

Preferred:

- Experience in community, outpatient and/or ambulatory pharmacy
- Experience in a fast paced and demanding environment involving customer service

Immediate availability; position to be filled quickly.

Email clinical at kirkspharmacy dot com for more information and to submit resume with short cover letter highlighting relevant experience and any employee requirements.

Pay range and benefits may be discussed at the final interview with business owners, Kirk and Andrew.

Though we primarily need assistant help, there is potential for growth in the company long term (technician training program, advanced front end tasks and medical clinic support).