



## **Pharmacy Assistant**

As Pharmacy Assistant you are responsible for providing superior pharmacy patient care in a friendly and professional manner.

### **Responsibilities include:**

- Accurate prescription preparation
- Accurate data entry
- Point-of-sale
- Compounding
- Compliance packaging
- Inventory maintenance
- Maintaining a clean and safe work environment
- Maintain patient confidentiality per privacy legislation and policies
- Other duties as assigned by Pharmacy Manager, pharmacist or pharmacy owner

### **Requirements:**

- Superior customer service skills
- Previous work history as pharmacy assistant an asset
- Ability to work independently in a fast-paced environment
- Enthusiastic learner
- Strong work ethic and collaborative manner in a team setting
- Strong problem solving skills
- Above average oral and written communication skills
- Strong organizational skills and attention to detail
- Working knowledge of Microsoft Office
- Working experience with Kroll Pharmacy dispensing software an asset