



## Job Posting

**Job Title:** Delivery Driver/Pharmacy Technician

**Status:** Full-time

**Location:** Shrivvers Pharmacy Loudonville

**Reports To:** Pharmacist in Charge

**\*\*\*\$500 Retention Bonus Provided\*\*\***

**General Summary:** A pharmacy delivery position responsible for delivery of pharmaceuticals as well as company products to customers within the company service area. Utilizes company's vehicle in the performance of job duties and responsibilities. The Pharmacy Technician supports the pharmacist in ensuring the maintenance of efficient pharmacy operations, customer satisfaction and loyalty, and regulatory compliance. In addition to any responsibilities, otherwise outlined in the job description or elsewhere, the pharmacy technician has responsibility for complying with rules governing the role of a pharmacy technician as issued by the state of Ohio or the State Board of Pharmacy.

\*Pharmacy Technicians complete Shrivvers Pharmacy's training program and become a Qualified Pharmacy Technician upon successful completion of the training program.

### Essential Job Responsibilities:

1. Responsible for maintaining a positive image of the Shrivvers Company to customers. This position is one of the faces of Shrivvers in the community.
2. Responsible for daily prescription delivery as well as DME items.
3. Responsible for creating, editing and finalizing a courier manifest through RX 30 or current pharmacy information system.
4. Responsible for maintaining vehicle log books.
5. Responsible for vehicle cleanliness and assisting store manager vehicle maintenance.
6. Responsible for knowledge of current paperwork requirements for DME.
7. Basic knowledge of RX30 pharmacy computer system including: Refills, profiles, workflow, courier manifests, and refill reports.
8. Knowledge of register transactions to include: Cash, check, charge, house charge, and account balances.
9. General knowledge of current phone system and office machines.
10. In depth knowledge of current HIPPA guidelines.
11. General knowledge of acceptable medical abbreviations.
12. General knowledge of DME available.
13. General knowledge of brand vs. generic drugs.
14. Knowledge of information needed to properly complete an intake form.
15. Knowledge of auto refill system and website refills.
16. Demonstrate proper use and maintenance of pill counting machines.
17. Knowledge of "Promise Time", how this works.
18. Knowledge of proper filing of prescription "hard copies".
19. Knowledge of daily functions to include medication sign out and restocking of medication vials and supplies.
20. Other duties as assigned by management

**Education:** High school diploma or equivalent

**Other Requirements:** Vast knowledge of current delivery area.

**Application Procedures:** Apply online at

<https://www.shrivverspharmacy.com/CareerOpportunities/Apply-Online/> or send your resume to [hr@shrivverspharmacy.com](mailto:hr@shrivverspharmacy.com).