



## Job Posting

**Job Title:** Pharmacy Technician

**Immediate Supervisor Title:** Pharmacist in Charge

**Location:** Athens

**Status:** Full-time

**General Summary:** 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 Shrivers Pharmacy's training program and become a Qualified Pharmacy Technician upon successful completion of the training program.

**\*\*\*\*\*\$500 (Full-time) Retention Bonus Provided\*\*\*\*\***

### **Essential Job Responsibilities:**

1. Basic knowledge of RX30 pharmacy computer system including: Refills, profiles, workflow, courier manifests, and refill reports.
2. Knowledge of register transactions to include: Cash, check, charge, house charge, and account balances.
3. General knowledge of current phone system and office machines.
4. In depth knowledge of current HIPPA guidelines.
5. General knowledge of acceptable medical abbreviations.
6. General knowledge of DME available.
7. General knowledge of brand vs. generic drugs.
8. Knowledge of information needed to properly complete an intake form.
9. Knowledge of auto refill system and website refills.
10. Demonstrate proper use and maintenance of pill counting machines.
11. Knowledge of "Promise Time", how this works.
12. Knowledge of proper filing of prescription "hard copies".
13. Knowledge of daily functions to include:
  - a.) Medication sign out
  - b.) Restocking of medication vials and supplies.
14. Perform other duties as assigned by management.

**Education:** High School graduate or equivalent (This position has required continuing education of 1 unit bi-monthly. These courses will be taken at the expense of the employer and will be outlined for employee in the training manual and/or employee handbook).

**Application Procedures:** Apply online at

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