



Job Posting

Job Title: Delivery Driver-non-CDL/Customer Service

Status: Part-time

Location: East Pike, Zanesville, Ohio

Reports To: Pharmacist in Charge

General Summary: A non-exempt, sales clerk position responsible for greeting and assisting customers in a prompt, courteous, and professional manner. This position is also responsible for receiving telephone calls and answering customer inquiries in the same manner. This position also entails pharmacy delivery position duties and is 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.

Essential Job Responsibilities:

1. Responsible for maintaining a positive image of the Shrivers Company to customers. This position is one of the faces of Shrivers 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. Other duties as assigned by management.

Education: High school diploma or equivalent

Experience: One year experience preferred.

Hours of operation: Monday-Friday 9:00 a.m.-6:00 p.m., Saturday 9:00 a.m.-1:00 p.m., Sunday Closed

Application Procedures: Apply online at

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