



Job Title: Key Holder

Immediate Supervisor Title: Store Manager

Location: Crooksville, Ohio

Status: Full-time

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

Job Title: Key Holder

Reports To: Store Manager

Status: Full-Time

Location: Shrivers Pharmacy – Crooksville, Ohio

General Summary: Responsible for assisting the Director of Retail Operations in leading and directing operations at specified location.

Job Supervisory Responsibilities: Manages direct reports to include Front Register Cashier, Service Center Cashier, Floor Personnel, Custodian, and Pharmacy Delivery Drivers, and Pharmacy Cashiers in conjunction with the Pharmacist in Charge **in the absence of the Store Manager and Assistant Manager.**

Essential Job Responsibilities:

1. Responsible for leading and directing a team of employees in a positive manner to ensure a positive customer experience.
2. Responsible for all aspects of the POS system to include input, upkeep, and ongoing training of employees using the POS system.
3. Accepts and processes Western Union orders. Accepts and processes utility bill payments. Processes money orders; Check utility bill payment reports to identify and correct errors.
4. Stocking and merchandising of sales area when not required at the Service center.
5. Responsible to know the duties of all direct reports and possess the ability to function in these positions when necessary.
6. Plan and prepare work schedules and keep records of employees' work schedules.
7. Provides recommendations to the Director of Retail Operations regarding employee promotions and advancement and disciplinary action.
8. Assist with new employee orientation and training as well as ongoing training of direct reports.
9. Responsible for inventory ordering and processing, including DME, from numerous vendors as well as product returns, and merchandise transfers from location to location. Place Women, Infant & Children (WIC) orders for customers.
10. Responsible for knowledge of current compliance issues.
11. Responsible for general maintenance, upkeep, and appearance of store. Keeping stock room organized and clean.
12. Other duties as assigned by management.

Education: High School or equivalent.

Store Hours: Monday-Friday: 7:00 a.m.-8:00 p.m. Saturday: 7:00 a.m.-7:00 p.m. Sunday: 10:00 a.m.-5:00 p.m.

Application Procedures: Apply online at <https://www.shriverspharmacy.com/Career-Opportunities/> or send your resume to hr@shriverspharmacy.com.