



Shawano Pharmacy Employment Opportunity Pharmacy Assistant

We currently have an exciting opportunity for a Pharmacy Assistant. Working as an integral part of our pharmacy team, you may also have the opportunity to work in specialty-areas, be involved in pharmacy projects, and to use your critical thinking skills to help develop quality assurance processes.

Required Skill / Knowledge / Experience:

- Ability to determine customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Continuous learning
- Job task planning and organizing
- Working well with others
- Critical thinking
- Operate a variety of office equipment, including phone systems, printers, faxes, & computers
- Pharmacy experience is an asset
- Kroll knowledge an asset
- Practice in distance care are definite assets

Key responsibilities of a Pharmacy Assistant include:

- Patient greeting and confirmation of accuracy of all pertinent prescription information prior to filling
- Knowledge of NIHB service delivery (prescriptions and medical supplies)
- Distance care/servicing of remote and rural communities a key asset
- Data entry of patient care information
- Third Party adjudication where required and necessary
- Assist the Staff Pharmacist with the preparation, packaging and distribution of patient prescriptions
- Accurate dispensing prescription medications
- Maintenance of pharmacy stock through inventory control systems
- General OTC enquiries from patients and referral to Pharmacist where required and necessary
- Handling customer prescription pick up,
- Assisting with cashier responsibilities as required in the Pharmacy
- Adherence to the standard of practice for regulated technician as outlined by the corresponding licensing body.

Qualifications:

- Experience as a Regulated Technician is an asset
- Excellent organizational skills and detail orientation
- Strong communication skills
- Demonstrated customer service experience
- Strong motivation to succeed
- Proficient computer/data/entry skills

First Nations, Aboriginal and applicants of Metis descent are encouraged to apply. The ability to speak and understand Ojibway/Saulteaux is a definite asset.

Deadline date: Open until filled

Please submit a cover letter and resume in confidence to:

Alan Lawless

Shawano Pharmacy

Pharmacy Manager

Email: AlanL@shawanopharmacy.ca

Phone: 1-833-742-9266

Fax: 1-833-496-0204