

Louis & Clark Pharmacy

Pharmacy Tech Job Description

Louis & Clark Pharmacy is looking for a self-motivated, energetic, detail oriented and accountable Pharmacy Technician. The position is full-time at 30–40 hours per week, Monday through Friday with rotating Saturdays.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Filling and labeling prescriptions
- Maintaining records and filing prescriptions and orders of physicians while maintaining confidentiality and compliance with HIPAA regulations
- Supporting pharmacological services by assembling, stocking and distributing medications
- Responding to requests of patients and healthcare providers, answering some questions and referring others to the pharmacist
- Record-keeping tasks and other administrative duties as assigned by physician
- Processing prescriptions electronically while ensuring complete and accurate information
- Processing patient insurance
- Verifying accuracy of patient information
- Sterilizing equipment and surfaces to maintain safe pharmacy conditions

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

QUALIFICATIONS AND RESPONSIBILITIES:

- Ability to meet deadlines and work effectively in a high volume, time sensitive and fast paced environment
- Sense of urgency, team player, accurate, strong communication skills
- Bilingual in Spanish/English preferred
- Pharmacy Technician license in Massachusetts or national certification (preferred but not required to start but must be able to obtain within the first year of employment)
- 1+ years of related pharmacy experience preferably in high volume environment such as long-term care pharmacy
- Knowledge of QS1 operating system preferred
- Must be willing to cross train into other functions within the pharmacy
- Flexible schedule required. 8-hour schedule between the hours of Monday-Friday 8am and 7pm; Saturdays 9am to 3pm

BENEFITS:

Louis & Clark Pharmacy believes in making a positive impact not only within our industry but also with our employees—the organization's greatest asset. We offer a comprehensive Fringe Benefit Package including 401K, medical and dental Insurance, group life & accidental death & dismemberment Insurance paid by Louis & Clark, vacation and sick pay, an employee wellness program, and quarterly bonuses.