

# Louis & Clark Pharmacy



## Pharmacy Technician Order Entry

Louis & Clark Pharmacy has an immediate career opportunity for an experienced, accurate and fast order entry pharmacy technician to join our order entry team. This is a full-time position averaging 30–40 hours per week Monday through Friday, with rotating Saturdays.

### Specific Duties Include:

- Ensuring all prescriptions are processed accurately and efficiently
- Efficiently transcribing prescriptions
- Handling incoming fax and telephone communication to fulfill the needs of Group Homes and Assisted Living patients and their caregivers
- Properly handling order exceptions such as prior authorization, drug not covered, incomplete orders, etc.
- Resolving common pharmacy order entry problems quickly and efficiently such as third-party rejections or processing issues
- Delivering outstanding customer service and patient care

### Specific Qualifications Include:

- Ability to meet deadlines and work effectively in a high volume, time-sensitive and fast-paced environment
- 2+ years previous order entry experience preferred
- Excellent communication, time-management and problem-solving skills
- Ability to prioritize responsibilities and manage multiple tasks simultaneously
- Strong computer and data entry skills
- Attention to detail and organized
- Positive attitude and team player
- Bilingual in Spanish/English 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 8 AM and 7 PM; Saturdays 9 AM to 3 PM

### Benefits:

Louis & Clark Pharmacy believes in making a positive impact not only within our industry but also with our company's greatest asset—our employees. We offer:

- Health, dental and vision coverage
- Paid time off
- A 401(k) plan with a generous company match
- Paid holidays
- A profit sharing program



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