

## **Certified Pharmacy Technician**

### **Job Description**

We are looking to hire a dependable Certified Pharmacy Technician in [City] that will process and fill prescriptions. This position will entail M-F, 10am-630p business hours in a pharmacy setting. You will also undertake other tasks under the direction of a pharmacist to provide excellent customer service and ensure the pharmacy runs smoothly. This is a [part-time/full-time] position. We are seeking a candidate who is detail-oriented and reliable since the job has high responsibility. You must possess excellent communication skills as well as aptitude in using computers.

### **Duties and Responsibilities**

- Sterilize surfaces and equipment and prepare the pharmacy for opening
- Greet customers and answer questions
- Receive prescriptions and check their validity
- Process prescriptions electronically and ensure all information is complete and accurate
- Resolve issues when they arise (e.g. rejected insurance claims)
- Select the appropriate medicine and measure dosages to fill prescriptions
- Sort, stock, label medication and monitor inventory
- Undertake administrative tasks (e.g. record-keeping) as assigned
- Comply with all security measures and quality standards

### **Skills and Qualifications**

- High school diploma or GED
- Certified or Registered Pharmacy Technician, licensed through the Ohio Board of Pharmacy
- At least 1 year experience as a Pharmacy Technician
- Experience in ordering and receiving pharmaceuticals
- Ability to work with peers in a team effort
- Sound technical skills, analytical ability, good judgment, and strong operational focus
- A well-organized and self-directed individual who is able to work with minimal amount of supervision
- Ability to learn quickly, and independently identify, research and resolve issues
- An intelligent and articulate individual who can relate to staff at all levels of an organization and possesses excellent communication skills

### **Additional Details**

- [Hours]
- [pay rate]

- [Shift]
- [Benefits offered]

## **About ASG Healthcare**

Healthcare professionals are a special breed, indeed. Not only do you need to have the training, knowledge, vocabulary and sometimes licensing - but you need warmth and compassion to interact with people who are sick, in pain, or frustrated over insurance or the cost of care. ASG Healthcare lives and breathes our organization's four C's - Culture, Communication, Consistency, and Compensation. We've found that focusing on these core values leads to better results for our job seekers. We bring our job seekers the best opportunities at the best hospitals and healthcare facilities including temporary, contract, and permanent positions with hospitals, physician offices, pharmacies, and long-term care facilities.