

*The Phoenix Stores invites applicants for the position of*

# **Pharmacy Technician**

*The Phoenix Stores Limited offers a competitive salary and benefits package that includes a Pension Scheme, Health, Dental, and Life Insurance, as well as a Company Discount Scheme.*



The Phoenix Stores Limited has an opportunity for a Pharmacy Technician. The Phoenix Stores Limited prides itself on being at the forefront of our industry. To ensure our continued success, we require the services of a self-motivated and detail oriented individual to join our pharmacy team.

## ***Responsibilities***

- Enters orders into the pharmacy computer dispensing system
- Prepares and fills all medication orders
- Repackages all medications including narcotics
- Maintains all quality control records and ensures that all computer entries, manufacturing, repackaging and filling of patient specific orders are checked by a pharmacist prior to being dispensed
- Fills all orders ensuring that items are in-date, properly labeled and packaged
- Replenishes dispensary stock by filling stock requisitions and charging stock accordingly
- Informs Pharmaceutical Buyer of stock shortages/outages and significant changes in usage patterns
- Responds to requests that are of a technical nature and directs all requests requiring a Pharmacist to the Pharmacist's attention
- Performs related clerical duties and assists with the general day-to-day operations of the dispensary including but limited to answering the telephone, typing, filing, shredding and record keeping
- Receives and counts inventory
- Assists on the sales floor with cashiering and merchandising duties as required by the Store Manager
- Maintains cleanliness and orderliness of the dispensary
- Participates in shift rotation to include extended hours, weekends and public holidays
- Maintains a high professional image at all times and ensures patient confidentiality is upheld
- Performs other tasks as assigned by the Pharmacy Manager

## ***Requirements / Skills***

- Pharmacy Technician Certification Course
- 2 years work experience preferably in a healthcare environment
- Ability to deal with routine activities and well defined procedures
- Excellent mathematical skills
- Well organized and motivated
- Accuracy is of the utmost importance
- Excellent interpersonal skills

*Qualified persons should apply in writing with full resume and written references to:*  
Human Resources Manager  
P.O. Box HM 826, Hamilton HM CX, Bermuda **or email:** [hr@psl.bm](mailto:hr@psl.bm)  
**All inquiries will be held in strict confidence.**

**Closing date: August 29, 2012**