

Pharmacy Assistant- Youth Internship Program

Eligible for internship if you:

- are a Canadian citizen or a permanent resident, or a protected person as defined by the Immigration and Refugee Protection Act
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- have benchmark level 5 and up
- are a college or university graduate;

The Pharmacy Assistant will be responsible for providing customer service in a friendly, knowledgeable and professional manner. The Assistant is responsible to identify and schedule professional clinical services as well as focus on the achievement of pharmacy excellence in the areas of customer service, workflow efficiencies, and inventory management. Actively contributes to a positive and productive working environment.

- Process customer transactions (receive and release prescriptions)
- Prescription assembly – data entry
- Receive in-person and telephone refill requests and record deliveries
- Compounding
- Pill Pack Assembly
- Filing prescriptions, ordering and replenishing supplies, cleaning
- Drug order creation and receiving
- Schedule professional clinical services (i.e. medication reviews, health risk assessments, disease state managements etc.)
- Administrative Duties: cycle counts, narcotic counts, return to stocks, manual third parties, till machine, cash flow, inventory, ordering
- Adhere to and implement all applicable standards
- Assist with other pharmacy operations as required

Technical Skills:

- Above average communication skills (both oral and written)
- Strong organizational skills with attention to detail
- Ability to work independently in a fast environment
- Ability to multi-task

Education and Experience:

- Pharmacy Assistant certificate from a recognized Canadian College
- Will consider applicants with 2 years retail Canadian Pharmacy Experience in lieu of certificate in some Provinces

Salary: \$12.00-\$16.00 per hour, full time

Benefits:

- On-site parking
- Schedule:
- Day shift
 - Monday to Friday
 - No weekends

Apply by email: sarshad@successcentre.ca