



Job Title: Pharmacy Technician (Picking Station/Shipping Department)

Supervisor: Picking Station/Shipping Supervisor, Pharmacist

FLSA Status: Non-Exempt

Compensation: Commensurate with experience, medical/dental, holiday and paid time off after successfully completing introductory period, 401k

Summary: This is an entry level pharmacy technician is responsible for working collaboratively with other pharmacy technicians under the direct supervision of a licensed pharmacist. They are responsible for the review of all prescription orders to ensure accuracy.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensure accuracy of all prescriptions using our computerized compounding system
- Obtain, count, label and package medications from pharmacy stock
- Properly maintain pharmacy inventory
- Work in conjunction with lab personnel to prepare orders for custom compounded prescriptions
- Assist in assuring accurate billing and shipping of all orders
- Must demonstrate sound judgment in decision making, following established guidelines and procedures.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum high school diploma or general education degree (GED)
- Basic computer skills are required
- Strong organizational skills and exceptional attention to detail
- Must exhibit punctuality and low absenteeism
- Able to work independently, as well as part of a team
- Able to sit and/or stand 8-10 hours or more per day if needed
- May need to lift up to fifty (5) pounds on occasion

Requirements upon hire (within 90 days):

- PTCB Certification
- NJ Pharmacy Technician License

DISCLAIMER: The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

EQUAL OPPORTUNITY EMPLOYER: Stokes Pharmacy is an Equal Employment Opportunity and Affirmative Action Employer.

