

## **Pharmacy Technician - Picking**

Full Time

Mt. Laurel, NJ

### **FLSA Status**

Non-exempt

### **Salary**

Starting at \$16/hour based on experience plus twice a year bonuses

### **Reports To**

Pharmacist

### **Job Summary**

This entry level pharmacy technician position 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
- Stocking of medication to proper location on shelf
- Overall cleaning and maintenance of the picking department (including but not limiting to, vacuuming, mopping floors, wiping down shelves/trays/counters, cleaning totes, shred disposal, trash, chemotherapy/hazardous waste, etc.)

### **Required Education and Experience**

- 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 and as part of a team

### **Eligibility Qualifications**

Requirements upon hire (or within 90 days)

- PTCB Certification or completion of Stokes Pharmacy internal training class
- NJ Pharmacy Technician License

**Competencies**

- Attention to Detail
- Decision Making
- Organizational Skills
- Technical Capacity
- Teamwork

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates primarily in a controlled laboratory environment. This position requires the use of standard office equipment, and frequent standing and walking.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- May need to lift up to fifty (50) pounds on occasion
- This position is moderately active and requires standing and walking for a majority of the shift
- Able to sit and/or stand 8-10 hours or more per day if needed

**Position Type and Expected Hours of Work**

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

**Travel**

No travel is expected for this position.

**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.

**AAP/EEO Statement**

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.