

**FULL-TIME (30-40 HOURS/WEEK) SUMMER PHARMACY STUDENT
TWO PHARMACY**

The concept of Two Pharmacy is simple – Two people’s health will benefit from every transaction; the customers, and through our charitable partners the health of a child in need locally or internationally. We strive to be a leader in the evolution of pharmacy, with an emphasis on natural health, clinical services, and compounding. We hope to have someone join our team who has a similar enthusiasm and energy for helping others and our community. We are hoping to find someone as soon as possible. We offer competitive wages (~\$20/hour), employee discounts and flexible schedules (minimal evenings or weekends).

JOB DESCRIPTION

The pharmacy student will be included in all pharmacy functions except those which entail the proficiency of a licensed pharmacist. They are involved in keeping patient records, handling inventories and managing insurance claims. There will also be the opportunity to sit in on travel health appointments, and perform medication reviews. They also handle clerical work and other administrative functions. They usually focus their attention on handling medications, and receiving and filling prescriptions. Specific duties include, but are not limited to:

SPECIFIC DUTIES

- Receive written RX’s or refills and verify that information is complete and accurate
- Maintain proper storage & security conditions for drugs
- Answer phones, responding to questions and requests
- Assist customers by answering questions, locating items or referring to the pharmacist for medical info
- Count and label RX’s, confirm RX is correct
- Input RX’s into Kroll
- Book clinical appointments and assist customer with paperwork
- Make OTC recommendations
- Participate in Med Reviews and Travel Clinic appointments

JOB REQUIREMENTS

- Excellent communication, attention to detail, and organizational skills
- Solid leadership, teamwork, and customer service skills
- Candidates must be self-directed and work well with others
- Familiarity with Kroll

To submit your application or if you have any questions, please email reid@twopharmacy.ca.



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