

Job Title: Part-time Pharmacy Assistant

Location: London Drugs #57 (South Edmonton Common)

9704 – 19 Ave.

Edmonton, Alberta, T6N 1K5 780-432-0439

Pharmacy Student Year Preference: 1st or 2nd year

Responsibilities and Duties:

- Assisting the Pharmacists and Pharmacy Manager with daily operations of the Pharmacy Department.
- Customer service, servicing the front counter, cashier duties, telephone inquiries and general housekeeping duties.
- Operation of the pharmacy computer (Kroll), assist in the processing of prescriptions and preparation of prescriptions, involvement of ordering and receiving drug orders and management of the pharmacy inventory.

Qualification:

The successful candidate will have the following:

- Good interpersonal skills when dealing with customers, staff, & management.
- Good communication skills, both written and verbal.
- Self-starter with a high level of enthusiasm.
- Ability to relate to all levels of customers and their needs.
- Ability to work quickly and accurately under pressure.
- Ability to work as a team player and have a team approach
- Basic computer skills.
- Experience preferable.

Availability Requirements: Applicants must be available to work a flexible schedule Monday through Sunday, at least 12 to 16 hours per week and up to 40 hours a week, day and evening shifts. During the school year (may be up to two shifts per week).

Closing Statement: London Drugs wishes to thank all applicants; however, only short-listed candidates will be contacted. No telephone inquiries please. We are an equal opportunity employer. The above statements are intended to describe the general nature and level of work applicable to this position and

are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Cover letter and resume to lmah@londondrugs.com

Contact Information for resumes:

Leslie Mah, Pharmacy Department Manager, London Drugs #57

lmah@londondrugs.com