

Détails de l'affichage

Catégorie d'emploi

Assistant(e) technique en pharmacie

Nom du poste

Pharmacy Technical Assistant

Date de début de l'affichage

05/03/2019

Date de fin de l'affichage

06/24/2019

Ville

MOntreal, downtown

Employeur

Nom de l'entreprise/ employeur

Pharmacy Michael Assaraf

Adresse

1980 Sherbrooke west, 5th floor
Montreal, Québec H3H1E3
Canada
[Map It](#)

Contact

Andree Coutu

Téléphone

(514) 736-7367

Courriel

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Détails de l'offre d'emploi

Type (permanent, temps partiel, etc.)

part time

Heures/semaine

25 hours/week

Horaire de travail - De

11:00 am

Horaire de travail - À

04:00 pm

Sans titre

- Lundi
- Mardi
- Mercredi
- Jeudi
- Vendredi
- Jour

Description sommaire des tâches

Company Description

This position is for candidates at the beginning of their career and who are comfortable working in English approximately 70% of the time. This job opening is a replacement.

The pharmacy Michael Assaraf, located at 1980 Sherbrooke West, serves the patients of the medical clinic, located next door. Opened since October 2018, this 2nd pharmacy is supported by the staff of our specialized pharmacy, which has been in existence for more than 10 years.

General Responsibilities

The pharmacy technician is responsible for assisting the pharmacist in performing successfully the technical tasks related to drug distribution, order documentation and taking responsibility for all activities that he/she is accountable, as established by the OPQ ("Ordre des pharmaciens du Québec").

Related tasks

Provide excellent customer service

Adhere all relevant directives, including established standard operating procedures and all applicable regulatory requirements.

Make sure to prepare medicines accurately

Manage inventory and inventory reconciliation.

Enter the data thoroughly into the computer system and process the documentation related to the prescription.

Understand, recognize and resolve insurance reimbursement problems.

Langue(s)

Bilingualism required

Exigences du poste

- Min. 1-year experience as a pharmacy technician in the province of Quebec.
- Be detail-oriented, organized and being comfortable doing data entry into a computer system.
- Be responsible, autonomous, enthusiastic, with a sense of priorities.
- Be available between 11 am and 4 pm, Monday to Friday.
- Possibility of increasing the hours with the growth of the pharmacy.
- Excellent customer service approach.
- Be comfortable learning a new computer system (KROLL).
- Bilingualism required (clientele approx. 30% francophone and 70% anglophone).

Autres informations

The selected candidate will be the sole ATp for this pharmacy. However, our main pharmacy in ville saint-laurent will provide back up for time off and provide support for on the job training.