

Pharmacy Technician

Department(s):

Reports to:

Job Summary:

Daily functions include but are not limited to; entering new and refill prescriptions, speaking with facilities regarding medication clarification, and consulting with Pharmacist about orders. The ideal candidate will be responsible and professional. Must be able to multi-task and work well in a fast-paced environment. Punctuality and good attendance are a requirement.

Key Responsibilities:

- Receiving drug prescription over the phone and in-person
- Fill daily drug orders accurately and efficiently in a timely manner, under the supervision of a pharmacist
- Assist in processing returned drugs and recycle/dispose per procedure
- Assist in prepacking frequently ordered medications, label and store, as needed
- Package materials and products manually
- Pull and/or pick medication from shelving and other medication storage areas
- Apply labels to medication packaging and scan products for accuracy check
- Alert pharmacist on duty of any medication/product that is not scanning properly
- Maintain designated workstation areas and replenish all stock supplies needed
- Follow all applicable government regulations including HIPAA
- Must be available to work 40 hours a shift.

Qualifications:

- High school diploma or GED is required

Skills and Abilities:

- Proven experience as a pharmacy technician (1-2 years Minimum)
- Strong problem-solving skills
- Effective communicator
- Quick and independent learner
- Flexibility to work overtime, holidays and weekends as needed
- Ability to lift and/or move up to 25 pounds
- Knowledge of Pharmacy law and medical terminology - a plus
- Pharmacy technician certification is a plus

APPLY: [Pharmacy Technician Syracuse NY - Careers At Procure LTC \(hrmdirect.com\)](https://hrmdirect.com)