



CAREER OPPORTUNITY **(EXTERNAL ADVERTISEMENT)**

Applications are invited from suitably qualified persons to fill one (1) post of:

Pharmacy Technician 2- Kingston and St. Andrew

JOB SUMMARY:

Responsible for the provision of the quality customer care and administrative services at the pharmacy, in keeping with established customer services practices and other specified systems, to support dispensing and provide patient satisfaction and efficient pharmacy operation.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE:

- Pharmacy Technician Certification from recognized institution.
- Diploma or certification in inventory management, supply chain, logistics or any other related field.
- Two (2) years working experience in a Pharmacy Environment.

DUTIES AND RESPONSIBILITIES:

- To support the Pharmacist in the accurate processing and filling of prescriptions.
- Perform picking, packaging and labeling of medication activities.
- Assist in the filing of prescriptions and other documents for the pharmacy.
- Assist with the receipt and verification of inventory items and maintaining accurate inventory for pharmaceutical items.
- Compound pharmaceuticals as requested by pharmacist.
- Do purchase requisitions of all pharmaceuticals and medical supplies and other relevant stock items, including stationery and pantry items.
- Compare physical inventories to office records to monitor stock-levels, slow-moving items, expired goods, and spoilage.
- Verifies clerical computations against physical count of stock, investigates and reports reasons for discrepancies and submit inventory adjustment.
- Ensure proper storage, packaging and handling of received and outbound stock.
- Ensure cleanliness and proper organization of shelves and store rooms.
- Filing product requisition and order forms.
- Prepares reports, such as inventory balance, spoilage, and shortages.
- Prepares area for annual stock count or Ad-hoc checks.
- Assist Pharmacist to ensure that filing of prescriptions are done and statistics are submitted with Monthly Report.

Applicants are invited to submit their application no later than **Tuesday, October 26,2021**, to:

The Human Resource Department
NATIONAL HEALTH FUND
The Towers, 6th Floor, 25 Dominica Drive
Kingston 5
Fax: (876) 906-1105

Apply by using this link provided: <https://nhf.orangehrmlive.com/recruitmentApply/5/view>
NB. We appreciate all responses **BUT** only short listed candidates will be contacted.