

Pharmacy Technician Job Description

Department:	Pharmacy Services	FLSA Status:	Non-Exempt
Reports to:	Pharmacy Services Operations Manager	Position Type:	Full-time
Location:	Milwaukee, WI	Travel Required:	0%
Approved By:	V.P. of Pharmacy Services	Approved Date:	February 20, 2019

Position Summary

The Pharmacy Technician performs pharmacy related duties under the direct supervision of a pharmacist related to the prescription dispensing process as well as clerical tasks as assigned.

Essential Duties and Responsibilities

1. Select and count, measure, and/or reconstitute, and label the correct drug product.
2. Assist with inventory control. This includes wholesaler ordering and returning, resolving drug backorders and recalls, stocking and cycle counting, processing expired product for return, and assisting in the quarterly physical inventory process.
3. Prepare and package completed prescriptions for shipment.
4. Assist with cold chain packaging for completed refrigerated prescription drug orders.
5. Restock robotics and other pharmacy automation.
6. Assist with requisition and storage of packaging, shipping, and other supplies to include maintaining the loading dock area.
7. Assist with retention of records including prescriptions, invoices, inventories, and internal quality forms.
8. Other duties as assigned.

Education and Experience

- High School diploma or GED.
- 1 year of experience working in a pharmacy. (preferred)
- Industry experience in the healthcare or mail order/specialty pharmacy. (preferred)

Credentials / Licensing / Certification

- An active and valid Certified Pharmacy Technician license, licensed through the Pharmacy Technician Certification Board (PTCB) that is in good standing with no restrictions. (preferred)

Competencies

- Possess considerable knowledge of drug names, medical terminology, pharmaceutical calculations, and different pharmacy work areas and equipment used.
- Demonstrated ability to work effectively with members, staff, and prescribers.
- Experience with employee benefits and claims resolution.
- Basic skills in Microsoft Office Professional, particularly in Word and Excel.
- Excellent communication skills (written and verbal).
- Remain focused and engaged to meet service level performance objectives in a fast paced environment.
- Detail oriented and produce accurate results.

Physical Demands

- Exposed to a normal office environment.
- Lifts carries and /or pushes/pulls various items (bags, boxes, carts, etc.) while using proper technique.
- Lift up to 35lbs. from floor to chest level, and lift and carry up to 35 lbs. at waist height a reasonable distance.
- Sit or stand up a majority of work day (8-10 hours) or sit for long periods of time depending on the needs of the pharmacy operation and call center.
- Operates all equipment necessary to do the job.