

JOB DESCRIPTION

JOB TITLE: PHARMACY ASSISTANT / TRAINEE

DEPARTMENT: RETAIL PHARMACY

REPORTING TO: SUPERVISOR / IN CHARGE

JOB SPECIFICATION:

Qualification: SSC / INTER / DEGREE

Experience: Freshers / Relevant Pharmacy retail experience

Skill: Updated knowledge of medicines availability, good inter-personal & communication skills

Job Locations: PAN India

JOB RESPONSIBILITIES:

Prescription Filling

- Assist the Pharmacist in dispensing drugs pursuant to a prescription issued by the doctor. In case the prescribed medicines are not available, arrange the same from the in-house pharmacies for the honor of 100% prescription. Substitution of medicines is to be consulted with the doctor
- Cross check the issuing medicines with bill with regard to patient name, items name, quantity, expiry and acknowledge the bill
- Checking out the availability of stock in the pharmacy and based on the availability of stock raising the indent for the stock

Customer Service

- To counsel the patients /customers on health, reaction of medicines
- To maintain good relations with customers/doctors
- To maintain free home delivery register and follow-up the medicines

deliveries to the customers in time

- Handle all the inbound calls primarily focusing on drug information, patient counseling/education and free home delivery orders. In addition, handle patient queries and issues with respect to drug therapy and drug information
- Handle cash in billing counter as and when required

Cold Chain Management

- Storing the drugs under proper conditions of refrigeration and security
- To prepare bills in computer and collect the cash
- Check quantity, MRP, batch number and date of expiry of the received items from stores before entering into computer

Inventory Management & Sales

- To enter stocks in computer and take printout of receipt from stores (RS) for cross-checking with items issues list from stores
- Based on the stock availability If necessary importing / exporting the stock from nearby pharmacies through BT (Branch Transfers)
- If stock is not available at near pharmacies , directly communicating with DC – incharge and visiting the DC and collecting the necessary stock with the span of time based on the emergency
- To maintain record for no stock items and follow-up the same
- Ensure that 100% physical stock is tallied according to category (Tablets, Syrups, Injections, Fluids, Ointments, Liquids, Capsules, Powders, Drops, Surgicals, and Miscellaneous) twice a week. Daily rack wise verification of fast moving items
- Ensure shift hand-over and take-over is given before leaving the work area
- Focus on sales and strive to attain the target of the pharmacy
- Perform any other job assigned by the in-charge as per exigencies of work