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# Example of Certified Pharmacy Technician Job Description

Our company is searching for experienced candidates for the position of certified pharmacy technician. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for certified pharmacy technician

* Make appointments for patients as required by the Facey Medication Protocol Program
* Provide education, training and guidance to Pharmacy Refill Technicians and Clinical Practitioners
* Provide excellent customer service to patients, pharmacy personnel and Facey clinical staff and providers
* Compound creams, ointments, and oral solutions under direction of pharmacist
* Sort and file patient orders, profiles, prescriptions and other records
* Access pharmacy computer system to record information, run programs, print reports and labels

## Qualifications for certified pharmacy technician

* PTCB national certification
* One year pharmacy tech experience preferred
* Must possess basic computer skills, including Microsoft Office programs Word, Excel and Power Point applications
* Prefer good math skills so they can fill prescriptions accurately, including counting, measuring and weighing medications
* Prefer good computer skills
* Prefer PTCB certification