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# Example of Pharmacy Technician Job Description

Our company is searching for experienced candidates for the position of pharmacy technician. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for pharmacy technician

* Calling insurance companies to resolve issues
* Initiating prior authorization process
* Communicating with prescribers to obtain refill authorization
* Inventory management and returns
* Restocking shelves
* Monitoring outdated drugs
* Assisting patients / ringing out sales
* Processing bank deposits
* Preparation and delivery of medication
* Determines that the correct packing materials are available at packing station Checks packing list for accuracy

## Qualifications for pharmacy technician

* Solid knowledge regarding generic to trade name relationships, pharmacy calculations and Rx abbreviations and symbols
* Pharmacy Technician certification where required by state law
* 0-1 years relevant pharmacy technician experience
* Past IV experience is a plus
* Minimum 1 year experience in a pharmacy preferred
* General medical terminology is preferred