Downloaded from <https://www.velvetjobs.com/job-descriptions/retail-pharmacy-technician>

# Example of Retail Pharmacy Technician Job Description

Our growing company is hiring for a retail pharmacy technician. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for retail pharmacy technician

* Assist in the maintenance of all medication storage areas
* Assist in the receiving and placement of incoming stock to medication storage areas
* Replenish dispensing areas with medication stock and supplies
* Replenish automation equipment with medication stock and supplies
* Greets customers, guests and Health System personnel
* Reads and interprets prescriber medication orders or prescriptions, assists with filling, processing and dispensing of medications including re-packaging and labeling medications, with final check performed by a pharmacist
* Solicits necessary information from patients regarding the nature and extent of insurance coverage
* Assists in maintaining all necessary paperwork and related legal requirements such as prescription files and controlled substances
* Orders drug inventory and supplies, including but not limited to placing the order with the vendor(s), receiving orders, verifying contents, pricing goods, stocking, handling returns, and completing necessary paperwork for record keeping and regulatory requirements
* Delivers medications to discharge patients in the hospital if desired prior to discharge as part of the RX to Go program

## Qualifications for retail pharmacy technician

* Spanish bilingual abilities are preferred
* CPhT Certification
* Previous retail pharmacy technician experience is strongly preferred
* Schedule is part-time up to 10 hours per week
* Must have the ability to perform retail/outpatient technician duties
* Three (3) or more years of retail pharmacy experience