



## Example of Assistant Pharmacist Job Description

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Our company is growing rapidly and is looking for an assistant pharmacist. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for assistant pharmacist

- Assists in other duties as assigned by the Program Chair
- Maintain GPM systems to ensure standards relating to Good Distribution Practice and Health & Safety are complied with
- Support all warehouse activities and operational functions related to the correct and accurate document flow
- Maintain pharmacy plans, adhere to Standard Operating Procedures (SOP's) and other relevant documentation required by law and study protocols for specific projects
- Assist to the responsible Pharmacist or Deputy Responsible Pharmacist in the implementation of changes to pharmacy plans, SOP's and other relevant documentation
- Prepare study and related drugs for distribution according to project specific protocols and SOP's under the supervision of the Pharmacist
- Monitor and maintain the drug inventory receipt and dispensation logs on a regular basis in accordance with GMP, the relevant study protocol and SOP's/SSP's
- Monitor drug storage conditions
- Participate in study-related trainings
- Capture data of relevant paperwork to complete the clinical trial processes

### Qualifications for assistant pharmacist

- Living in the area of Cape Town
- Qualified Post-basic Pharmacist Assistant

- Minimum of 1 year experience within a pharmaceutical production environment
- Or at the discretion of Manager or Supervisor based on employees skill set, aptitude and leadership abilities