



## Example of Assistant Pharmacist Job Description

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Our company is looking for an assistant pharmacist. 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 assistant pharmacist

- Assist in the investigation of customer complaints through to resolution where required
- Assist in the investigation of internal and external non conformances through resolution where required
- Record drug and medical supplies in the system
- Prepare drug under the supervision of Pharmacist
- Provide basic information to client as assigned
- Review document for incoming drug and medical supplies
- Ensure that drug and medical supplies are kept in the designated area right temperature according to the instruction
- Check drug and medical supplies inventory and prepare inventory report on timely basis
- Ensure that disbursement of drug and medical supplies are recorded correctly
- Manage and sort drug and medical supplies that are nearly expired according to working standard

### Qualifications for assistant pharmacist

- Graduate of an accredited PharmD (or is a pharmacist who has a doctorate degree)
- Three years of PharmD experience in a retail or clinical setting

- A commitment to working with a diverse population of students is essential
- Candidates must have legal authority to permanently work in the U.S
- Assists the Director in the day-to-day operations of the department