



Example of Assistant Pharmacist Job Description

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Our growing 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

- Must be able to work Monday – Friday 8 - 5 but be flexible with your hours based on business needs to work possible overtime and On-call
- Pharmacist Assistant License with at least 2 years of experience
- 1-3 years of grievance and appeals experience
- Less than 2 years of leadership experience
- Ability to manage large volume of documents including tracking, copying, faxing and scanning
- Excellent interpersonal skills with ability to sensitively and compassionately interact with geriatric population

Qualifications for assistant pharmacist

- Establishes work schedules and assignments for staff, according to workload, space and equipment availability
- Develops and maintains computerized record management systems to store and process data such as personnel activities and information
- Maintains the competencies and skills of staff through proper training and development
- Bachelor of Science in Pharmacy degree from accredited college of pharmacy (minimum)
- Advanced degree from accredited college of pharmacy, either masters or Doctor of Pharmacy (preferred)

