



# Example of Lead Pharmacy Technician Job Description

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Our growing company is looking for a lead 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 lead pharmacy technician

- Affix labels and auxiliary labels
- Manage inventory with purchasing coordinator
- Work with Pharmacist in charge and GM to keep up with compliance
- Help GM with hiring and termination of employees
- Follow assigned duties requested by GM and PIC
- Identify areas where operating efficiency and/or personal proficiency may be achieved
- Responsible for ensuring timely performance of a satisfactory amount and quality of work by section personnel to include spot checking the work in progress to ensure work is being performed pursuant to instructions
- Assure availability of pharmaceuticals in a manner which avoids preventable shortages, outages or conditions of excessive stock
- In the absence of technician support, will carry out the full range of technical support functions in the outpatient area
- Coordinate and monitor the daily workflow in accordance to current compliance policies and procedures

## Qualifications for lead pharmacy technician

- Remain up to date on company, federal and state guidelines
- Supervise employees to ensure they are effective, efficient and held accountable
- Train and mentor Front End Compliance Technicians

state and federal laws

- Contacts physician on any narcotic prescriptions to receive a hard copy within the required time frame per state statutes
- Prepare and track accurate scheduled substances invoices