



Example of Pharmacy Specialist Job Description

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Our company is growing rapidly and is hiring for a pharmacy specialist. 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 pharmacy specialist

- Communicates timely and accurately to the appropriate committees, project team members and clinicians
- Follow detailed instructions when setting up and maintaining networks and plans
- Monitor the pharmacy generic mailbox account and the customer service log for incoming requests which they analyze for completeness and understanding, obtain further clarification as needed, and complete the request
- Take the appropriate action to ensure customer performance guarantees are met
- Provide standard and ah-hoc reporting to customers
- Assist in gathering pharmacy network requirements during a new customer implementation
- Supports corporate strategic level customers, buying group and GPOs related to pricing errors, contract loading, forms and document follow up, quality assurance, pricing integrity, terms consistency, contract pricing issues , product availability support and stocking requests
- Supports decisions related to overall customer strategic services offerings included within ongoing relationship
- Provides escalation support within the Strategic Services Specialist organization to support the overall customer relationship
- Proactively produce, identify and analyze purchasing trends within strategic

Qualifications for pharmacy specialist

- Two years working in an acute care setting as a Pharmacist and/or Pharmacy Informatics Specialist, or have completed a residency in Pharmacy Informatics
- Physical demands include periods of standing and walking
- Dexterity sufficient to perform computer functions and communication via telephone
- May be required to lift and transport up to ten pounds
- Requires normal or corrected vision
- Required 1+ year of experience in In a call center or customer service environment