



# Example of Pharmacy Supervisor Job Description

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Our company is looking for a pharmacy supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for pharmacy supervisor

- Oversee and coordinate activities in designated areas on a day to day basis
- Supervises the Pharmacy Technician staff and manages staffing needs to meet daily workload
- Approves final Pharmacy Technician schedule
- Reviews Pharmacy Technician performance and delivers annual performance evaluations
- Responsible for processing payroll for the Pharmacy Technician staff
- Assists in evaluating, coordinating, and implementing pharmacy services including training staff in operational procedures, functions in the IV room, and matters related to controlled substances
- Lead in demonstrating excellent customer service skills and appropriate pharmacy monitoring
- Develop productivity and quality standards for the department
- Managing diverse staff
- Coordinate, plan, manage, and monitor daily workflow to ensure team is satisfactorily meeting targeted objectives established for the department by implementing creative solutions to workflow and staffing challenges

## Qualifications for pharmacy supervisor

- Previous experience preparing and conducting employee performance reviews strongly preferred
- Previous experience with employee scheduling preferred

- Previous experience preparing and creating delivery routes strongly preferred
- Previous experience conducting staff meetings