



# Example of Senior Pharmacy Technician Job Description

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Our company is growing rapidly and is looking to fill the role of senior pharmacy technician. 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 senior pharmacy technician

- Records invoices in department inventory control/invoice record book
- Assist in inventory control and ordering functions
- Assist in scheduling and training of employees as directed by the pharmacy manager
- Assist in the preparation and dispensing of medications, supplies and equipment
- Prepare prescription drug therapy for patients in an accurate and timely fashion in accordance with all legal requirements and policies
- Receive prescriptions from patients and gather customer information
- Assist in the maintenance of pharmacy to reflect a clean, well-stocked condition
- Answer phone calls and direct to pharmacist as appropriate
- Meets all role-related and age-specific competencies
- Sterile Products Compounding

## Qualifications for senior pharmacy technician

- Ability to be detail oriented and organized, work in fast paced, production environment, and work a flexible schedule based on business needs
- High School Diploma or GED Certification with two (2) years successful hospital pharmacy technician experience

- Successful completion of a technician training course and demonstrated math and computer skills
- Two years of relevant pharmacy technician or experience is preferred