



CANADIAN  
PHARMACISTS  
ASSOCIATION

ASSOCIATION DES  
PHARMACIENS  
DU CANADA

The Canadian Pharmacists Association (CPhA) is a leader in drug and therapeutic information publishing, both digital and print. Our vision and growth in providing practice tools and information that pharmacists need to enhance and improve patient care makes CPhA an exciting and innovative workplace.

## Pharmacy Technician

The Pharmacy Technician is responsible for assignment of metadata (DINs, AHFS and ATC codes) to therapeutic and drug information to improve the searchability across all CPhA publications and to enable integration of CPhA publications with other electronic products.

### Major Duties:

- Data entry
- Data standardization
- Quality assurance
- Assign metadata (DIN, AHFS, ATC codes) to CPhA therapeutic and drug information
- Attend weekly status meetings
- Be available online and reachable, during pre-approved schedule, when working off site.

### Qualifications:

- Requires a Pharmacy Technician diploma.
- Minimum of 6 months experience in a pharmacy.
- Experience with Health Canada codes such as DINs (drug identification numbers)
- Accuracy and strong attention to detail are essential.
- Maintain high standards.
- Good time management
- Ability to work independently as part of a collaborative professional team.
- Self-direct and demonstrate the ability to troubleshoot and resolve issues and errors.
- Ability to exercise good judgment.
- Knowledge of Content Management System and Arbortext Editor is an asset.
- Ability to learn new tools and processes quickly and independently.
- Ability to work in MS Word and Excel.

### Position Details:

- 6 month term position
- Full time (35 hours) is preferable, although part-time candidates will be considered
- Work off-site and weekends are negotiable
- Must be available to attend weekly status meetings during weekdays ( 1 to 1.5 hours – conference call or in person)
- Anticipated start date is Monday, October 3

### Application Process:

Please forward your resume, in confidence, by **September 23<sup>rd</sup>, 2011** to [careers@pharmacists.ca](mailto:careers@pharmacists.ca). We thank all applicants for their interest. Only those selected for an interview will be contacted.