

Please send resume with cover letter to [kimpaumier@kimkimconsultants.ca](mailto:kimpaumier@kimkimconsultants.ca)

**Job Description: Pharmacy Technician**

**Reports To: Pharmacist**

**Summary:**

The duties and responsibilities of this position are outlined in the following description. This position is responsible for providing a high standard of personal and confidential responsibilities as a Pharmacy Technician, including maintaining prescription stocks. This person will be certified by OCP and be a regulated pharmacy technician. One of the key responsibilities of this position is prompt patient service.

**Main Duties:**

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Prompt patient service
- Enter Rx into system
- Prepare medication for pharmacist review
- Alert patient when medication are completed
- Maintain prescription stock
- Prepare all stock solution (with pharmacist approval)
- Order all supplies (with pharmacist approval)
- Schedule Pharmaceutical reps for product info
- Maintain reporting (daily, weekly, monthly)
- Complete cycle check
- File prescriptions hardcopies daily
- Daily cash deposit remittance
- Daily cash reconciliation
- Reconcile third party billing
- Maintain system (kroll) updates
- Maintain third party plan updates

**Required Skills:**

Ontario College of Pharmacist (OCP) Certified

Methadone Maintenance Treatment (MMT) training

Canadian Association of Pharmacy Technicians (CAPT ) member