

Pharmacy Clerk/Support Staff/Delivery Driver

Job Summary

Under regular supervision, serves patients and customers by obtaining or receiving merchandise, totaling bill, accepting payment, and making change for customers. Places and executes orders and returns. Maintains and stocks supplies on shelves and keeps general appearance of product shelves and store clean and professional.

- Assists patients and customers by running cash register for over-the-counter sales, greeting customers, offering assistance, receiving payments, and providing other services requested by customers. Assists patients via drive-up window to make service more convenient for the customer.
- Maintains over the counter stock of medications by reviewing shipments for completeness, putting price tags on the products, and placing the items in their appropriate shelf locations.
- Prepares mail order and delivery prescriptions by contacting the patient, calculating charges, packaging prescription(s), and taking them to the post office for mailing to patient.
- Places orders for supplies, prepares drug returns and submits data. Receives approval for return from supplier.
- Keeps product shelves and counters neat and clean and “faces” shelves by moving items to front and arranging and stacking them. Checks items expiration dates and removes expired and short-dated products. Keeps storefront and waiting area neat and clean through cleaning activities as needed.
- Maintains regular and punctual attendance. Develops courteous and professional relationships with patients, customers, and co-workers.
- Performs other duties as assigned.
- Delivers prescriptions, OTC items, paperwork, etc. to clients
- Picks up payment, paperwork, signatures, and materials from clients
- Picks up and delivers items between GRX Holdings stores
- Perform clerical functions such as going to the bank to make bank deposits and get change orders, taking mail to the post office, delivering gifts.
- Ability to read, write, and perform basic mathematic calculations which would normally be acquired through secondary education, or through equivalent experience.

Qualifications and Skills

- Driver’s License and insurance must be in good standing
- High School Diploma or GED.
- Strong Communication Skills.
- Good interpersonal skills, ability to effectively deal with the public, neat appearance, good organizational skills, and good knowledge of city.

- Ability to read maps and find addresses, ability to operate motor vehicle, must have valid driver's license, acceptable driving record, and be able to be insured.
- Attention to Detail.
- Ability to work with others as a team to ensure patient satisfaction and a pleasant, professional work environment.
- Ability to multi task.
- Ability to provide excellent customer service.
- Ability to read, understand and follow oral and written instructions.
- Minimum of 6 months of customer service experience

Job Type: Part-time