

## **PHARMACY TECHNICIAN**

### Job Description

#### **GENERAL DESCRIPTION**

At Long's Drug Store, we do things differently! Long's is a family owned and operated drug store and old-time soda fountain dedicated to meeting the unique healthcare needs of Knoxville residents. Many people in the West Knoxville community grew up at this gathering place – generations of families and friends who have enjoyed after-school burgers and fries, comic books, weekly lunch dates, and many a Big Orange game day. For decades, Knoxville residents have trusted the pharmacists at Long's Drug Store with their health, their parents' health, and the health of their children.

#### **POSITION**

Long's is looking for a full-time Pharmacy Technician to join our team! Reporting to the Pharmacist(s), the Pharmacy Technician will work closely with other pharmacy and front-end staff to serve Long's Drug Store patients and customers. The Pharmacy Technician will support pharmacological services by processing and filling prescriptions and undertaking additional tasks under the direction of the Pharmacist to provide quality customer care and ensure the pharmacy runs smoothly.

#### **ESSENTIAL FUNCTIONS**

- Supports pharmacological services by stocking, assembling, and distributing medications
- Organizes medications for the Pharmacist to dispense by reading medication orders and prescriptions, preparing labels, calculating quantities, and assembling pharmaceutical therapies as needed
- Processes prescriptions electronically and ensures all information is complete and accurate
- Helps healthcare providers and patients by greeting them in person and by phone, answering questions and requests, and referring inquiries to the Pharmacist
- Records and files physician orders and prescriptions (and undertakes other administrative tasks, like record-keeping, as needed/directed)
- Maintains a safe and clean pharmacy by complying with all regulations, security measures, and quality standards
- Other duties as assigned

#### **QUALIFICATIONS**

- Proven experience as a pharmacy technician (we are willing to train, but certified with 1-3 years of experience preferred)
- Experience with an online prescription system (like Pioneer) is a plus
- Excellent communication and customer service skills
- Knowledge of medication and dosage measurement
- Knowledge of pharmacy law and medical terminology a plus
- Dependable team player

- Ability to work in a fast-paced environment
- Keen eye for detail
- Must be able to consent to a pre-employment background check

**PHYSICAL REQUIREMENTS**

- Ability to communicate clearly in English both written and verbal
- Good visual and audio capabilities
- Stand for extended periods
- PC/keyboarding abilities
- Work extended hours as needed (>40 per week)

**Job Title:** Pharmacy Technician

**Physical Location:** Retail Pharmacy

**Hours:** Full-time, flexible schedule (weekdays and rotating Saturdays)

**Hourly Wage Range:** \$13-\$18/hour depending on experience

**APPLICATION**

To apply, please email cover letter, resume, contact information, and three references to [longsdrugstore@comcast.net](mailto:longsdrugstore@comcast.net). Please make sure the subject line of your email reads "Pharmacy Technician."