



JOB DESCRIPTION

Job Title Pharmacy Sales Assistant

Responsible to: Superintendent Pharmacist

Main objective: To ensure the effective and efficient running of the Pharmacy as directed by the Superintendent Pharmacist.

Main Duties

- ◆ To assist the Pharmacist in his/her duties using the equipment provided.
- ◆ To consult with other Health Centre staff as directed by the Pharmacist.
- ◆ To check off and put away orders.
- ◆ To undertake regular control and reordering of stock.
- ◆ To keep shelves filled up with optimum amounts of stock as necessary.
- ◆ To keep items, in constant demand, packed and ready for labelling.
- ◆ To check delivery notes, invoices and records.
- ◆ To handle cash/cards in an appropriate manner.
- ◆ To take in and give out prescriptions.
- ◆ To assist with over the counter sales.
- ◆ To deal with enquiries from customers both over the counter and over the telephone.
- ◆ To ensure that all work areas, stores, toilet, rest room, office and waiting area are kept in a clean and tidy state.
- ◆ To handle medicines strictly in accordance with NI Medicines Regulations.
- ◆ To observe confidentiality and to refrain from disclosing such information to a third party.
- ◆ To accept and abide by the Recognised Code of Practice operating in Pharmacies and all Standard Operating Procedures.