



Pharmacy Technician

JOB SUMMARY

We seek highly motivated and proactive individuals to join our Central Warehouse operations as Pharmacy Technicians. Successful candidates will work together with a dynamic team of pharmacists, pharmacy technicians, and assistants to ensure accurate and timely distribution of medications to healthcare institutions and patients.

This is an opportunity to develop your career as part of our fast-growing and large-scale healthcare supply chain operations.

ROLE AND RESPONSIBILITIES

- Perform inbound stock receipt, checking and repacking.
- Process medication orders/ prescriptions in accordance with set standards.
- Perform quality checks on picked medication orders/ prescriptions and pack for delivery.
- Work with the informatics team to ensure smooth implementation of IT and automation systems.
- Manage inventory, including performing stock replenishment, cycle counts and stock take.
- Perform billing procedures for services provided.
- Coordinate deliveries to healthcare institutions or patients, including reconciliation, handover, and issue resolution.
- Assist in general housekeeping and management of pharmacy consumables.
- Assist in the implementation of quality improvement projects.
- Assist in orientating and training new staff assigned to the section.
- Assist in managing operations in assigned sections if appointed as team leader.
- Any other ad hoc duties as assigned, such as cross-functional support, etc.

REQUIREMENTS

- Diploma in Pharmaceutical Science or a Certificate in Pharmacy Technician course (Pharmaceutical Society of Singapore) or its equivalent.
- Minimum 1 to 2 years of working experience in the healthcare industry.
- Candidates with operations leadership experience may be considered for a senior role.
- Experience in medication delivery processes, pharmacy automation setup or outpatient pharmacy operations will be advantageous.
- Proactive, highly motivated and resourceful.
- Good interpersonal skills and ability to work in a team.
- Good knowledge of inventory management systems and MS Office.

ADDITIONAL NOTES

- Work location: 4 Pandan Avenue (nearest MRT: Jurong East/Clementi, SBS 78). Transport from nearby MRT stations will be provided.
- Working hours: Mon - Fri 8.30 am to 5.30 pm, Sat 8.30 am to 12.30 pm (5.5 Days work week)
- Flexibility to work on a rotating shift basis if needed.
- Medical & Dental Benefits, AWS & Performance Bonus.
- Upskilling opportunities based on job performance.