



Pharmacy Technician (Part-Time)

JOB SUMMARY

We are looking for staff to support Pharmacy Operations in the processing of medication orders and prescriptions for delivery: including picking, packing and labelling medications under the supervision of Pharmacists

ROLE AND RESPONSIBILITIES

- Perform inbound stock receipt, checking and repacking
- Process medication orders/ prescriptions in accordance to set standards
- Perform quality checks on picked medication orders/ prescriptions and pack for delivery
- Replenish medications to storage locations
- Support counting of inventory during stock takes or cycle counts
- Account for delivery orders accurately and assist to handover to courier
- Top-up pharmacy consumables e.g. ziploc bags to facilitate operations
- Adhere to company or department requirements, procedures and standards
- Ensure that right medications are delivered to right patients in a safe, timely and quality manner.
- 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
- Basic english literacy and able to perform simple math calculations
- Basic computer literacy – able to operate inventory management system or dispensing system for order fulfilment
- Working knowledge of MS Office is preferred
- Prior experience in a pharmacy or clinic setting is preferred
- Meticulous and willing to learn
- Good team-player
- Subscribes to our company values 'START'

ADDITIONAL NOTES

- Able to attend and complete 3 days of paid training and assessment (weekdays) as scheduled at the beginning of employment.
- Able to commit minimally to 3 sessions per week and 4 hours each session with Saturday being compulsory.
- Work location: 4 Pandan Avenue (nearest MRT: Jurong East/Clementi, SBS 78). Transport from nearby MRT stations will be provided.