**Pharmacy Technician - Retail**

**Job Details**

Bedard Pharmacy & Medical Supplies is hiring a Pharmacy Technician for our retail pharmacy in Auburn. This is a full-time position with varying hours Monday thru Friday from 8:00 a.m. to 6:00 p.m., and a weekend rotation of Saturday and Sunday, 9:00 a.m. to 1:00 p.m. When scheduled to work a weekend, time off will be given during the week.

**Job** **Summary**

The major responsibility of the Pharmacy Technician is to support the Pharmacist in the prescription fulfillment process by:

* Assisting Pharmacist in preparing and dispensing medication
* Receiving and storing incoming orders
* Answering the telephone
* Counting stock and entering data in computer to maintain inventory records
* Processing records of medication dispensed to customers, computing charges, and entering data in computer
* Setting up prescription orders for delivery

**Qualifications**

* High School Diploma or equivalent with willingness to attend continuing education related to the position
* State of Maine Pharmacy Technician Registration (can be done after hire)
* CPhT (Certified Pharmacy Technician) in good standing or ability to obtain for advancement
* Proficient general office skills (typing, computer, filing, and multiple phone lines)
* Proficient in or ability to learn Office 365 (Outlook, Teams) DocuTrack, DocuSign, and QS1
* Excellent communication and customer service skills
* Ability to multitask in a stressful environment
* Good problem-solving skills and ability to focus with great attention to detail
* Ability to use and understand verbal and written communication to interact with customers and co-workers
* Ability to use general math skills to perform basic calculations
* Insurance billing knowledge preferred
* One to three years of related experience and/or training; or equivalent combination of education and experience in pharmacy, retail, medical, or customer service setting preferred

**Physical Requirements**

* Standing and/or walking for sustained periods of time
* Frequent/continuous reaching, grasping, lifting, and carrying up to 20 lbs. at or below waist level and at or above shoulder level
* Identify and distinguish different medication types through sight, smell, or touch
* Good motor coordination with good manual and finger dexterity. Must pick and pinch small tablets with fingers and seize, hold, grasp, and turn objects.

**Company Overview**

Bedard Pharmacy & Medical Supplies is a family-run, community business with three major divisions: Bedard Pharmacy, Bedard Medical Equipment & Supplies, and Bedard Senior Care Pharmacy. All three divisions share a commitment to providing quality health care solutions.

If you're looking for an excellent career opportunity, consider joining the Bedard family. We provide a great work environment, competitive salaries, and exceptional benefits.

**Compensation & Benefits**

* Competitive pay commensurate with education, certifications, and experience
* Health Insurance
* Dental Insurance
* Vision Insurance
* Life Insurance
* Short-term and Long-term Disability Insurance
* Critical Illness and Accident Insurance
* Pet Insurance
* 401(k) with Company Match
* 16 Days Paid Time Off (PTO)
* 6.5 Paid Holidays
* Free On-site Gym Membership

Bedard Pharmacy & Medical Supplies is an Equal Opportunity Employer