

# United States Jobs Expertini®

## Pharmacy Technician

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Company: Computech Corporation

Location: Honolulu

Category: other-general

Job title: Pharmacy Clerk

Job Location: 2969 Mapunapuna Place, Suite 110, Honolulu, HI, USA, 96819

Job Contract: 3 months

Shift: 8:30am to 5pm or 9am to 5:30pm

Pay Rate: \$18/hr on W2

### **Description:**

Must currently reside in Honolulu, HI

You will be a key member of our fulfillment department and your goal is to maximize efficiency and productivity in the shipping/ packing area to ensure patient orders are accurately getting shipped. You would be responsible for performing the daily functions of shipping/packing of prescription orders in accordance with standard operating procedures.

### **Duties :**

This is in a warehouse environment

In order to be a successful Pharmacy Clerk you will perform functions of filling, shipping and/or packing of prescription orders in accordance with standard operating procedures.

These operations may have few similarities to a typical warehouse operation, but almost 80% of the task that our clerks do are pharmacy related.

This means that you are involved with drug inventory, dispensing, packing, and shipping meds.

The other 20% of the duties involved ordering and maintaining shipping supplies.

### **Experience:**

Minimum (3) months of pharmacy and/or warehouse packing and shipping experience.

Pharmacy Tech license is NOT required. Advanced computer skills including word processing and spreadsheet utilization.

Excellent customer service skills (written and verbal) a must.

### **Position Summary**

The Clerk will perform functions of filling, shipping and/or packing of prescription orders in accordance with standard operating procedures.

May work in any of the assigned functions Cold packing, Single bagging, and Bulk packing.

Performs duties related to the process of all receiving and replenishment of product through the facility to include direct and wholesaler products as well as supplies of inventory.

Performs functions related to the receipt of material including the loading and unloading of trucks, matching the manifest to received material. Utilizes RF devices as well as operating equipment such as hand-truck and carts to receive material.

Works with Inventory Coordinator on receiving variances (shortages & overages) and exceptions (damages & expirations).

Processes incoming transfers and works with Inventory Coordinator on vendor returns.

Ensures the warehouse area is clean and well organized.

**Education** : Verifiable High School diploma or GED is required.

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