

# Pharmacy Technician Job Description template

## Pharmacy Technician Job Description Template/Brief

We are seeking a dedicated Pharmacy Technician to join our pharmacy team. The Pharmacy Technician will assist pharmacists in preparing and dispensing medications, providing excellent customer service, and maintaining pharmacy operations. The ideal candidate should have strong attention to detail, good communication skills, and a commitment to patient care.

## Pharmacy Technician Job Profile

A Pharmacy Technician plays a key role in supporting pharmacists by preparing and distributing medications in a pharmacy setting. They ensure that patients receive the correct prescriptions and provide guidance on medication usage. This role requires a certification in pharmacy technology and the ability to work accurately in a fast-paced environment.

## Reports To

The Pharmacy Technician reports to the Pharmacy Manager.

## Pharmacy Technician Responsibilities

- Assist pharmacists in preparing and dispensing medications.
- Manage prescription orders and ensure accuracy.
- Provide excellent customer service and answer patient queries.
- Maintain patient records and manage pharmacy inventory.
- Operate pharmacy software and manage prescription data.
- Collaborate with healthcare professionals to ensure patient safety.
- Follow pharmacy laws and regulations in all operations.
- Assist in training new pharmacy staff if needed.
- Process and handle insurance claims for medications.

## Pharmacy Technician Requirements & Skills

- High school diploma or equivalent.
- Certification as a Pharmacy Technician preferred.
- Strong attention to detail and accuracy.
- Good communication and customer service skills.
- Basic math skills for measuring and counting medications.
- Ability to work under supervision and in a team.
- Familiarity with pharmacy software and technology.
- Knowledge of pharmacy laws and regulations.