

**Job posting**

Position: Pharmacy manager services

Availability: part-time (20 hours)

Salary: \$ 50 - \$60 per hour

Qualification: bachelor degree in healthcare field or business management

**Duties:**

- Perform market research relating to over the counter products & assist the vice president to help determine the potential increase in sales.
- Gather data on competitors and analyze prices, sales and methods of Marketing and distributors and assist the Pharmacy department, and vice president to help determine the products to carry.
- Assist the vice president to formulate pricing on over the counter merchandise according to requirements of profitability of store operations.
- Follow controlled substance protocols in accordance with state and federal laws.
- Supervise employees such as store & front desk clerks in sales work, taking of inventories, reconciling each with sales receipts.
- Place Pharmacy merchandise orders and prepare requisitions to replenish Pharmacy merchandise.
- Ensure compliance of employee's security, sales and record keeping procedures as per the company policies. Evaluate stock clerks and front desk clerk's performances and create performance review reports for vice president.
- Review Medicare patient's eligibility for medications and ordering of medications as per insurance requirements.
- Assist the president in developing, implementing, and monitoring policies and procedures that reflect quality, and safe delivery of health care services and provide exceptional customer and guest relations.
- Analyze the departmental operational program on a continuing basis and make recommendations to the president for any changes thus ensuring smooth pharmacy operations.
- Schedule employees and delegate work assignments in the pharmacy & front clerks and utilize supplies to maximize the store profits.
- Coordinate with staff to ensure department compliance with policies, procedures, by laws, regulatory requirements, and best practice guidelines, medications as per insurance requirements.

