

PHARMACY ASSISTANT / PHARMACY AIDE

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Company: Apollo Pharmacy

Location: Sangareddy

Category: other-general

Job Responsibilities

Assist the Pharmacist in dispensing drugs according to a prescription issued by the doctor. In case the prescribed medicines are not available, arrange the same from the in-house pharmacies for the honor of 100% prescription. Substitution of medicines is to be consulted with the doctor

Cross check the issuing medicines with the bill concerning patient name, items name, quantity, expiry and acknowledge the bill

Checking out the availability of stock in the pharmacy and based on the availability of stock-raising the indent for the stock

Customer Service

To counsel the patients /customers on health, the reaction of medicines

To maintain good relations with customers/doctors To maintain the free home delivery register and follow-up the medicines deliveries to the customers in time

Handle all the inbound calls primarily focusing on drug information, patient counseling/education, and free home delivery orders. Also, handle patient queries and issues concerning drug therapy and drug information

Handle cash in billing counter as and when required

Cold Chain Management

Storing the drugs under proper conditions of refrigeration and security

To prepare bills in computer and collect the cash

Check quantity, MRP, batch number, and date of expiry of the received items from stores before entering into computer Inventory Management & Sales

To enter stocks in computer and take the printout of receipt from stores (RS) for cross-checking with items issues list from stores based on the stock availability If necessary importing/exporting the stock from nearby pharmacies through BT (Branch Transfers)

If a stock is not available at near pharmacies, directly communicating with DC – in charge and visiting the DC and collecting the necessary stock with the period based on the emergency

To maintain the record for no stock items and follow-up the same

Ensure that 100% physical stock is tallied according to category (Tablets, Syrups, Injections, Fluids, Ointments, Liquids, Capsules, Powders, Drops, Surgicals, and Miscellaneous) twice a week. Daily rack wise verification of fast-moving items

Ensure shift hand-over and take-over is given before leaving the work area

Focus on sales and strive to attain the target of the pharmacy

Perform any other job assigned by the in-charge as per exigencies of work

Compensation & Benefits

This job is on company rolls offering competitive pay, benefits and attractive incentives.

NOTE: Eligibility for candidates with **Non- Pharmacy** qualification with **relevant Pharmacy Retail experience ONLY.**

Share:

Qualification

Ssc/ Inter/ Degree

Experience

Relevant Pharmacy Retail Experience Upto Supervisor Level

Skill

Updated knowledge of commercial drugs

Good inter-personal & communication skills

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