Job Title:Pharmacy Assistant Full job description We are looking for a Pharmacy Assistant to join our team! Our pharmacy is a specialty pharmacy that takes pride in providing outstanding service to patients, while maintaining a work-life balance for staff. The pharmacy assistant offers top-notch client service in a polite, informed, and professional way. In addition to focusing on achieving pharmacy excellence in the areas of customer service, workflow efficiency, and inventory control. As the Pharmacy Assistant, you will be responsible for: Assisting the Pharmacists and/or Pharmacy Manager with daily operations of the Pharmacy Billing and third-party adjudication – including resolving payment and/or drug coverage issues with payers (insurance companies, patient support programs and patients) Working with each vendor’s shipping software to create waybills for specific locations Keeping track of pharmacy stocks by receiving orders Assist in dispensing activities such as filling and labeling medications, plus packaging pharmaceuticals as per seasonal protocols; Verifying shipments are sent to the correct location and as per the expected delivery schedule; Work with financial information, including entering data into computer software, preparing invoices, and maintaining patient AR accounts; Participating in responding to communication from patients and various other parties, including monitoring email accounts and answering phones Diligent and proactive monitoring of claims with issues, resolving before the patient dose date. Other jobs & duties, as assigned Qualifications & Skills: Monday – Friday Availability during the day, no nights or weekends Previous experience in pharmacy assistant or pharmacy tech role is an asset Previous experience using Pharmacy software (Kroll) is an asset Excellent communication skills (both verbal and written) Strong organizational skills with attention to detail Ability to work independently as well as within a team Professional, dependable and a can do attitude Good knowledge and application with Excel and Google sheets I have my own car and can travel without limitations to weather, time, location. I do not have any experience with Pharmacy software (Kroll) but I ensure that I can learn within very less training as I am a fast learner and tech savvyy.