JOB DESCRIPTION

# JOB TITLE: PHARMACIST / Sr.PHARMACIST DEPARTMENT: RETAIL PHARMACY REPORTING TO: SUPERVISOR / IN CHARGE

**JOB SPECIFICATION:**

**Qualification:** D. Pharm / B.Pharm

**Experience:** Experienced Pharmacist

**Skill:** Updated knowledge of medicines availability, good inter-personal & communication skills

**Job Locations:** PAN India

**Salary:**

1. **Mumbai:15-20k per month (as per experience)**
2. **Other cities:10-15k per month**

# JOB RESPONSIBILITIES:

**Prescription Filling**

* To attend the doctor’s prescription at the sales counter and advise the dosage of medicines to the patients
* Dispense drugs pursuant to a prescription issued by the doctor. In case the prescribed medicines 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 bill with regard to patient name, items name, quantity, expiry and acknowledge thebill

# Customer Service

* To counsel the patients /customers on health, reaction of medicines
* To maintain good relations with customers/doctors
* To maintain 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. In addition, handle patient queries and issues with respect to drug therapy and druginformation
* Handle cash in billing counter as and whenrequired

# Cold Chain Management

* Storing the drugs under proper conditions of refrigeration andsecurity
* 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 printout of receipt from stores(RS) for cross-checking with items issues list from stores
* To maintain 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, Surgical, 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