

Pharmacy Technician

Bigfork Valley Retail Pharmacy/ \$18.78 - \$29.49 Hourly / Part-Time

258 Pine Tree Drive, Bigfork, MN, United States

Benefits- Full & Part-time Employees

- Health Insurance: Bigfork Valley offers medical insurance with a Health Savings Account and employer contributions.
- Dental Insurance: Bigfork Valley offers dental coverage through Delta Dental.
- Vision Plan: Bigfork Valley offers vision coverage through VSP Vision Network.
- Healthcare and Dependent Care Flexible Spending Accounts: Bigfork Valley offers both Healthcare FSAs and Dependent Care FSAs to employees.
- Life Insurance and Long-Term Disability: Basic term life insurance and Long-Term Disability are provided to employees at no cost. Supplemental voluntary life is also available for employees and their dependents.
- Retirement: Employees are eligible to contribute to a 457(b) (traditional or Roth), with Bigfork Valley providing a match after one year of employment.
- Employee Assistance Program: Bigfork Valley offers you and your family members free, short-term counseling, referral, and support services.
- Paid Time Off (PTO) to offer a work-life balance.
- Employee Referral Program
- Experience Pay Given

Job Duties and Responsibilities

- Mixes pharmaceutical preparations, fills bottles with prescribed tablets and capsules, and types labels for bottles.
- Assists Pharmacist to prepare and dispense medication.
- Receives and stores incoming supplies. Ensures vials, bottles, lids, etc. are well stocked.
- Counts stock and enters data in computer to maintain inventory records.
- Processes records of medication and equipment dispensed to customer or hospital patient, computes charges, and enters data in computer.
- Cleans equipment.
- Maintains a clean work area.
- Prepares packages for mailing or delivery.
- Performs bookkeeping tasks as needed.
- Answers the telephone appropriately.
- Maintains a positive attitude towards clients and staff.
- Deals directly with customers/patients either by telephone, electronically or face to face.
- Responds promptly to customer, patient, and staff inquiries.
- Handles and resolves customer, patient, and staff complaints.
- Obtains and evaluates all relevant information to handle inquiries and complaints.
- Shows empathy for the customer's/patient's situation.
- Is able to communicate clearly, both written and in speech.
- Has a "thick skin" and is able to handle complaints, even when handling unpleasant customers.
- Handles customer/patient situations in the best interest of both customer and company.
- All other duties as assigned.

About the Position

- Part-Time
- Days
- No weekends
- On-Site at Bigfork Valley

Qualifications

- Registered Pharmacy Technician with the Minnesota Board of Pharmacy
- High School Diploma or GED
- Board approved pharmacy technician training if registered after January 1, 2013 as per the MN Board of Pharmacy requirements.

*The wage for this position is \$18.78/hour to \$29.49/hour, with a median wage of \$24.14/hour. It is not typical for an individual to be hired at or near the top of the range for their role. Compensation decisions are dependent on the facts and circumstance of each case and on several factors including relevant work experience, education, certification & licensure, and internal equity. Hourly pay is just one part of the compensation package for employees.

[EEO/AA Employer/Vets/Disability](#)