



BIGSTONE MEDICINE CIRCLE PHARMACY

EMPLOYMENT OPPORTUNITY

CUSTOMER SERVICE REPRESENTATIVE/ PHARMACY ASSISTANT ONE (1) PERMANENT FULL TIME POSITION EDMONTON, ALBERTA

The Bigstone Medicine Circle Pharmacy in Edmonton, Alberta, is looking to fill a permanent full time Customer Service Representative (Cashier)/ Pharmacy Assistant dual position. The candidate must be reliable and dependable, with excellent customer service skills.

Duties and Responsibilities:

- Provide prompt, courteous and efficient service to customers as well as other team members
- Professional telephone mannerisms, as well as assisting or redirect phone calls from customers
- Facing shelves, cleaning, checking for outdated products, and filling pop coolers
- Stocking shelves according to barcodes and UPC's
- Follow direction from immediate supervisors and or team leaders
- Perform the technical component of dispensing including filling medication orders and filling prescriptions
- Retrieving, counting pouring, weighing, measuring medication as directed by the Pharmacist
- Invoicing prescription drug orders
- Provide immediate service to customers at the prescription counter
- Maintain proper drug storage and security
- Prepare, package and label prescription medications
- Maintain prescription and inventory record keeping systems
- Place and receive orders for stock to maintain inventory
- Accept payment for prescriptions
- Merchandising
- Ability to stand for long periods of time
- Self-motivated and ability to work in a team environment
- Other duties as required

Education and Experience:

- High School Diploma or equivalent experience
- Pharmacy Assistant experience is an asset
- Excellent customer service skills required

Salary will commensurate with experience and qualifications.

Send Resume, Criminal Record Check along with 3 work related references to:

Bigstone Group of Companies

Box 1020 Wabasca, Alberta T0G 2K0

Fax: 780-891-4010

Email to: bgcresumes@bigstonehealth.ca

This Employment Opportunity will remain open: **UNTIL A SUITABLE CANDIDATE IS FOUND.**
Applicants are thanked in advance for their interest however only those selected for an interview will be contacted.

Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.