

**Job Title:** Pharmacist Assistant

**Location:** NAA Diagnostic Care Centre - Dummar, Damascus

**Salary:** Competitive

**Job Type:** Permanent

**Job Duration:** 3 months probation, in case of acceptance, then a long term contract

**Responsible to:** Lead Pharmacist

**Responsible for:** Successfully delivering pharmacy services within Centre

### **Job Profile**

A Pharmacist Assistant is typically responsible for the dispensing and distribution of medicines under the supervision of a registered Lead pharmacist.

### **Main Duties and Responsibilities**

- ✓ Receiving, loading, unloading incoming goods from wholesalers and manufacturers
- ✓ Delivering pharmaceuticals and other goods to clinical areas
- ✓ Assisting in the monitoring and maintenance of reasonable stock levels
- ✓ Pre-packing, assembling and labeling medications
- ✓ Aseptic preparation of medicines
- ✓ Use dispensary and stores computer systems to generate stock lists and labels
- ✓ Respond to enquiries of a routine nature from patients, their relatives and carers
- ✓ Advising patients and carers of potential drug interactions, possible side effects, storage information, and instructions on how to use medications
- ✓ Dispense prescribed and non-prescribed medications and products
- ✓ Maintain files and records

### **Personal Specifications**

#### **Knowledge and Qualifications**

- ✓ Bachelor's Degree in Pharmacology
- ✓ Graduate of Pharmacy Institute
- ✓ Knowledge of storing and management medicine in the pharmacy store
- ✓ Knowledge of pharmaceutical terminology and symbols

#### **Experience**

- ✓ At least three years experience practicing in a private pharmacy or
- ✓ Two years proven experience working in hospital pharmacy (private/public sector)

#### **Skills/Abilities**

- ✓ Excellent communication and interpersonal skills
- ✓ Ability to read and carry out instructions
- ✓ Ability to pay attention to detail with good manual dexterity
- ✓ Good computer skills