



## PHARMACIST

**Reference number:** 327756

**Number of Posts:** 2

**Contract Type:** Definite

### **Job description**

#### **Retail:**

- To assist the managing pharmacist in the retail outlet.
- Offer solutions for the clients' and to Promote well-being and health.
- Communicating with clients more effectively to meet their needs and expectations.
- Attending to customers' problems.
- To effect daily orders.
- To check and monitor bonuses and stock received from agents as per agreed terms.
- Update all the Pharmacy registers as required by law.
- Stocking up shelves when necessary.
- Checking out expiries from expiry list.
- Placing of received stock in a good rotation manner- first to expire in front.
- Selling-upselling and cross-selling to increase sales.
- Recommending products with short expiries to be sold first.
- Responsible for cash float during employee's shift.
- To make urgent orders from agents for customer requests.
- In particular circumstance to take deposits or ask for pre-paid customer requests for vaccines/expensive items/unknown customer.
- To make sure that shop is in order and clean at all circumstances and delegate if necessary
- To do stocktaking of items when needed.
- To assist the POYC Pharmacist and completely take over her role, in her absence when necessary.
- Other duties delegated by the managing pharmacist.

#### **Pharmacy of your Choice (POYC):**

- To deal with all patients' POYC requirements including: checking permits, posting and dispensing
- To resolve any problems pertaining to POYC
- Counting/checking stock sent to pharmacy by POYC and placing of stock in an orderly manner
- Informing POYC and recording of any discrepancies of stock received
- Recording returns to POYC and preparing items according to POYC collection notes
- Checking expiry lists and informing POYC of any stock of medicinals that can be returned prior to expiring
- Ensuring that expired items are below the threshold stated by the POYC department
- Returning any unutilized excess stock to POYC
- New applications to be processed and sent to POYC
- Domiciliary deliveries
- Filing of all POYC documentation
- Updating all POYC registers
- Temperature recordings
- Ordering DDA stock
- Responsible for all stock and stock movements in POYC
- Stock taking of POYC stock when demanded
- Other duties delegated by the managing pharmacist.

**Requirements**

Maltese Pharmacists warrant

**Training provided**

Training will be provided

**Any assistance with accommodation/relocation**

No

**Any other benefits**

Transport and travelling allowance can also be offered to the right applicant.

**Salary**

Salary ranges from 20K – 26K excluding bonuses and other allowances. This is commensurate with experience and ability to communicate effectively with our clients and suppliers.

**How will the interviews be held**

At our offices.

**Any other information**

Very flexible working hours, working on a 40hr weekly shift working between 0800 till 1930hrs.

**To apply**

Please send your CV in English to:

[eures.recruitment.jobsplus@gov.mt](mailto:eures.recruitment.jobsplus@gov.mt)

CC [eures@regione.piemonte.it](mailto:eures@regione.piemonte.it)

Please quote the vacancy title and number in your email     **Pharmacist – Ref: 327756**

**Closing date:** 22/12/2017