

## Pharmacy Technician

Prosperity Specialty Pharmacy is currently recruiting for an energetic and compassionate certified pharmacy technician with specialty pharmacy experience to work a full time daytime shift (Monday through Friday). The ideal candidate for this position is a patient-focused, detail-oriented individual with a strong ability to build relationships with customers. Excellent telephone and customer service skills required as well as experience in insurance verification and the prior authorization process. This individual is able to multi-task, problem-solve, has good computer skills and extremely strong communication skills. Minimum of 1 year experience in pharmacy setting required. APPLICANTS WITH LESS THAN 1 YEAR EXPERIENCE WILL NOT BE CONSIDERED. Must be a certified technician in Virginia.

### Summary of essential job functions

Provide excellent service to customers.

Input prescription, patient profile and insurance information in pharmacy system.

Contact patient to confirm delivery and offer counseling with a registered pharmacist.

Fulfill prescription orders accurately and proficiently

Assist in obtaining prescription refills

Handle cash, check, and credit card transactions

Maintain a neat and clean work environment

Participate in the development, training and implementation of continuous quality improvement processes to enhance service levels and efficiency.

### Qualifications

1 year experience as a technician. Prefer retail experience.

Maintain current certification in Virginia to provide pharmacy technician services.

High School diploma or equivalent

Excellent computer skills, including familiarity with Microsoft Office Word, Outlook, and Excel