

## Pharmacy Tech/Distribution Coordinator

Paramount Specialty Pharmacy seeking Pharmacy Technician interested in becoming our new Distribution Coordinator.

### Duties:

- Responsible for distribution activities, information retrieval, documentation, and retention in support of pharmacy operations.
- Coordinate shipping and delivery activities associated with common carrier and courier services to assure accurate and timely medication delivery.
- Resolve delivery and shipping issues and assure accurate and timely medication delivery
- Process incoming and outgoing shipments.
- Receive and direct incoming calls, faxes and other communication to pharmacy as appropriate
- Tracking and retrieving documentation (prescriptions, delivery tickets) requiring patient or prescriber completion and/or signature.
- Process invoices and COD receipts as appropriate.
- Assist with inventory and documentation maintenance.
- Generate pharmacy and delivery reports from computer system as required.
- Complete all necessary paperwork, forms, and records per policy.
- Other tasks as assigned by Management.

### Minimum Requirements:

- High School Diploma and 1 to 3 years' experience required. Associate's Degree preferred.
- Knowledge of computerized information systems.
- Ability to maintain recordkeeping systems and procedures.
- Ability to read, analyze and interpret pharmacy and other information when appropriate to duties and responsibilities assigned.
- Ability to operate information systems, follow policy, complete required forms and prepare reports as applicable.
- Ability to effectively present information and respond to questions from referral sources, managers, patients, employees, payers and the public as applicable.
- Ability to calculate figures and amounts such as invoices, discounts and percentages.
- Bilingual a plus.

Please send resume for consideration

[HRTeam@paramountsprx.com](mailto:HRTeam@paramountsprx.com)