

## Job Summary

**Order Number:**

NY1395644

**Date Job Order Received:**

11/10/2021

**Number of Openings:**

2

**Company Name:**

Neighborhood Health Center

**Job Title:**

Pharmacy Technician

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Buffalo. Pharmacy Technician. Neighborhood Health Center. FT. 1st, 2nd Shift. Benefits. Responsibilities: Dispenses prescriptions within the pharmacy Retrieves medication from the shelf, counts medication, and labels container under direct supervision of Pharmacist on duty Performs data entry, including patient demographics, medication information and directions on patient profile in computerized database Receives written prescriptions from patients and verifies information on prescription is complete Processes confidential information and handles such information in a professional manner in accordance with both state and federal laws Requirements: Pharmacy Technician Certification Board (PTCB) certification preferred High School diploma or equivalent Counting accuracy with attention to detail Ability to type 30 wpm Proficient with computers and comfortable learning new programs Exceptional attention to detail and follow-through Superb organizational skills Strong influencing skills Self-starter with the ability to work proactively and take initiative Results-oriented; creative and persistent in accomplishing tasks Solutions-driven with a systems orientation Highly responsive, timely, accurate and thorough in follow-up and follow-through Highly flexible, positive and results-oriented attitude Excellent in managing shifting priorities and timelines Outstanding project and time-management skills Knowledge of Microsoft Office Suite, comfortable using document management software Proficiency in Adobe and database management Excellent oral and written communication skills Excellent judgment and discretion CPR will be completed upon hire for those who do not currently have CPR certification

**Job Location:**

Buffalo, New York

**Pay:**

\$16.00 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Holidays, Retirement/Pension

**Hours per Week:**

40

**Duration:**

Full Time, Regular

**Work Days:**

Monday thru Friday

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer, by email, or on-line:

Email: [a.renaud@nwbchcc.org](mailto:a.renaud@nwbchcc.org)

Web-site: <https://nhcwny.org/careers/overview>