

POSITION OPENING

POSITION: PHARMACY TECHNICIAN	STATUS: PART TIME
DEPARTMENT: PHARMACY	HRS/PAY: VARIES
SUPERVISOR: TOM MOORE / EMILY CONRAD	JOB GRADE: T-4

RESPONSIBILITIES

A part time pharmacy technician position is available in the Pharmacy. The position may include weekends and holidays as scheduled.

The pharmacy technician will assist the pharmacist in preparing and distributing medications, maintaining the drug inventory, and maintaining patient records and will work only under the supervision of a registered pharmacist. They do not perform duties that can legally be performed only by a registered pharmacist.

Current certification from the Pharmacy Technician Certification Board, Inc. (PTCB) is preferred but we are willing to train any highly motivated person with a High school diploma or equivalent.

JOB DESCRIPTION

A complete job description outlining duties/responsibilities, physical demands, critical demands and occupational hazards is available in Human Resources. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Barb Kostok, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 09/08/2025 - 09/12/2025

Application Deadline: Noon: 09/13/2025