

# VACANCY POSTING

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## Pharmacy Assistant / Support Area

Sidney, BC

Full-time- Entry Level

8:00am to 4:30pm shift

At Remedy'sRx Specialty Pharmacy, we service Long Term Care, Retirement Home, Assisted Living, Group Homes and other institutional care settings through dedicated pharmacies.

### Why Remedy's Rx:

- Competitive Compensation package
- Growth Opportunities
- Great Team Environment
- Well organized facility with great leadership

See how we have fun at Remedy's. Enter this URL to find out more.

<https://www.youtube.com/watch?v=RfT80MnqqGI>

### About US:

Remedy's Rx Specialty is the ONLY independently owned Multi-Provincial provider of Specialty Pharmacy Services in Canada. Operating as an independent means that we value the long-term relationships that we build with our partner homes, and we work collaboratively as an integral part of the health care team.

Our tagline is "Your Partner in Care," and like our culture, we are all about being a true partner.

We are committed to providing excellent patient care, within a fast-paced environment that services the needs of our Homes. We provide an employee friendly team environment in which goal-oriented individuals thrive as they achieve rewarding challenges.

### Position Summary

We are in need of a Pharmacy Accounts Receivable Assistant who will be reporting to the Pharmacy Manager within our Sidney pharmacy. The position is responsible for a number of pharmacy administration duties such as all pharmacy accounting including managing accounts receivables and monthly invoices; managing incoming pharmacy calls; and assisting with managing entering or filling prescriptions when needed.

### Some Key Responsibilities

- Managing all patient, power of attorney or public guardian accounts receivable payments and follow up on overdue patient accounts;
- Generating and distributing monthly invoices, ensuring accuracy when mailing invoices to patients, customers and homes;
- Liaison with Corporate RA accountants ensuring accurate receivables accounts;
- Managing all incoming calls by providing exceptional customer service functioning as first line contacts for the pharmacy;
- Assisting in managing the front store customers' walk-ins;
- Entering prescriptions in the Kroll system in our front line shop

- Assisting with filling medication within a basket that then is passed to the pharmacy technician;
- Perform other duties as assigned to support Remedy Holdings Inc.

**Qualifications/Requirements**

- Post-Secondary diploma in related field;
- Minimum 1 year of Pharmacy Assistant experience
- Proficient utilizing MS office applications or other system applications;
- Excellent written, oral and interpersonal skills;
- Superb customer service skills are essential;
- Well organized and high accuracy with attention to detail.

**If you are committed to providing outstanding care and are passionate about making a difference in the lives of your patients, we want to hear from you today!**

**To apply for this exciting opportunity please email your application to [careers@remedysrxsp.ca](mailto:careers@remedysrxsp.ca)**