EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Technician</td>
<td>17017</td>
<td>11/14/2019</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 40</td>
<td>$16.70 - $21.73 DOE</td>
<td>Various</td>
<td>Various</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Screen, Background Check, CA ID</td>
<td>High School Diploma/GED</td>
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JOB DESCRIPTION
Job Description:

We are looking for dedicated pharmacy assistants who are friendly, energetic, detail-orientated, and fast and want to work in a cutting edge environment focused on individualized patient care.

Essential Duties and Responsibilities:

• Provide customer service as currently defined by the employer within the scope of the position and within company policy.

• Verify information for new prescriptions.

• Receive authorized patient prescription refill requests.

• Fill bottle with prescribed tablets or capsules.

• Insert pharmacy reference updates.

• Maintain confidentiality of all patient information.

• Answer phone calls not requiring the pharmacist’s attention.

• Promptly report to the pharmacist all pharmacy complaints and inquiries concerning prescriptions or prescription medication.

• Notify the pharmacist when agents from any regulatory agency or law officers contact/visit the Pharmacy.

• Receive and store incoming supplies.

• Must have training and certification, as required by the State, to perform duties further specified for pharmacy technicians.

• Operate electronic cash register to total customers’ final bill.

• Receive payment for customers’ purchase and count back correct change. Bag purchased items.

• Maintain cleanliness of the pharmacy area of the store.

• Comply with all policies and procedures set by company.
• Other duties as assigned concurrent with all applicable laws and regulations.

Minimum Requirements:
• Must be at least 18 years of age or older
• High School diploma or equivalent work experience of at least 1 year as a Pharmacy technician or training
• Must be licensed/permitted through the State Board of Pharmacy as a Pharmacy Assistant where applicable.

• Ability to exercise discretion and confidentiality with all patient information
• Demonstrated prior cash register/customer service skills and an ability to interact cohesively with colleagues in a team environment
• Able to type 35 words per minute
• Excellent computer, typing, communication, and arithmetic (including decimals and percentages) skills
• Understands and can perform basic pharmaceutical calculations in order to obtain correct doses of medications
• Read and transcribe pharmaceutical information
• Ability to learn and accurately operate pharmacy computer systems, cash register, and other equipment
• Excellent multi-tasking, accuracy, and attention to detail skills
• Flexibility to work weekends, nights, and holidays, as required
• Must be able to lift and carry items, as well as stand for duration of shift unless on break

VARIOUS LOCATIONS !!
3 TO 5 KEY SKILL SETS REQUIRED
• Ability to use basic math skills
• Excellent customer service skills
• Ability to understand and follow instructions, and ability to read, retain and comprehend guidelines, policies and procedures applicable to the position