Medicines Counter Assistant

Job Description
To assist the pharmacy manager in providing a confidential friendly, efficient and professional healthcare service to the local community.
To deal with customer queries and requests in relation to the sale of over the counter medicines and prescriptions in a polite and courteous manner.

Main Duties and Responsibilities:
- Serving customers and making sales
- Ordering, receiving and managing stock
- Merchandising & display
- Undergo relevant training
- Work as part of a team

Person Specification
- Medicines counter assistants qualification
- GCSE (or equivalent) English & Maths pass

Experience / Skills
- Handling monetary transactions
- Merchandising & display
- Customer service in pharmacy
- Working in retail environment
- Handling customer enquiries
- Interest in healthcare
- Self-motivated, well organised and able to work to deadlines
- Be able to work on own and as part of a team
- Pleasant, tactful manner when dealing with public either in person or via the phone
- Good communication skills and interpersonal skills