



## Pharmacy Support Specialist

### What You'll Do:

As the Pharmacy Support Specialist, you will be:

- Working in the posting station, accurately adhering shipping labels to prescription order packages by matching name and address labels to the correct package. Sorting the addressed packages for pickup with the proper shipping vendor based on the label information.
- While working in the prescription packaging station, matching packaged prescription orders with the proper shipping materials based on order instructions. Include all necessary paperwork that is to ship with the order.
- Stocking medications alphabetically in their designated zone in the pharmacy while rotating stock to ensure first in, first out filling of all medications in the pharmacy.
- Receiving and stocking pharmacy supplies from delivery vendors.
- Daily, maintaining a functioning and safe and clean work area, and completing maintenance checklists by complying with regulations, policies, and procedures to include HIPAA, OSHA, and other guidance.
- Accurately refilling prescription filling robot cells with medication using barcode technology to ensure the correct medication is being put in the correct cell.
- Assisting in the inventory of pharmacy medication stock to ensure the accuracy of our pharmacy records (cycle counts).
- Organizing and numerically sorting hardcopy prescriptions by prescription number. Submitting completed maintenance logs for recordkeeping.
- Performing other duties and responsibilities as required.

### Qualifications:

- Must be 18 years of age
- High school diploma or GED.
- Experience working in a pharmacy or similar experience such as production, retail, service, grocery or shipping preferred.

### Why Serve You Rx?

Serve You Rx is a full-service pharmacy solutions provider based in Milwaukee, Wisconsin. We specialize in pharmacy benefit management, mail order services, and specialty medication management. For more than 35 years, Serve You Rx has been collaborating with benefit advisors, third-party administrators, and employers to design and deliver strategies that reduce prescription drug costs and improve consumer access to affordable and clinically appropriate medication therapies. Serve You Rx is privately held, and our owned assets include our Specialty Pharmacy, mail order pharmacy, and member services call center.

Serve You Rx provides additional training and resources to further your career as a Pharmacy Technician. The company offers generous benefits to include: medical (HMO and PPO), dental, vision, 401k, HSA, identity theft and legal coverage, pet insurance and 16 days of paid time off in your first year. a newly remodeled and clean facility, easy on/off freeway access, plenty of free surface parking directly outside our facility doors, scenic walking trails, a wide variety of restaurants and shopping nearby, and food trucks in the park when weather permits.

Serve You Rx will pay for employees to obtain and maintain their Pharmacy Technician Certification (CphT) through the Pharmacy Technician Certification Board (PTCB). In doing so employees can further advance their career with us and earn additional income.

Qualified applicants are encouraged to apply! Send your cover letter, resume and salary requirements to [HR@ServeYouRx.com](mailto:HR@ServeYouRx.com)