

Job Title: Pharmacy Clerk

Company: eRxCity Corp.

Location: 185 Canal St. (entrance on Mott St.) New York, NY 10013

eRxCity is an established independent retail pharmacy located in the heart of Chinatown, NYC. We are currently hiring for a bilingual pharmacy clerk. Qualified candidates, please e-mail your resumé to: contactus@erxcity.com or call 212-625-8339.

Qualifications:

- Fluent in Cantonese, Mandarin and working proficiency in English
- Responsible and capable of multitasking under fast-paced environment
- Excellent customer service
- Strong teamwork skills
- Adept with computers/quick to learn new technology
- Prior pharmacy experience preferred, but willing to train inexperienced candidates who meet above requirements

Key Job Responsibilities:

- Greet and assist pharmacy customers with prescription drop-off and pick-up
- Handle inquiries regarding over-the-counter drugs and retail merchandise
- Register new patient information in pharmacy system
- Call patients for refill reminders
- Organize medications for pick-up
- Dispense medications and handle point-of-sale register transactions
- Check daily deliveries and organize products on shelves
- Assist with other store tasks as required

Salary Range:

\$15.00 - \$17.00 per hour