



FRANCES MAHON DEACONESS HOSPITAL

POSITION OPENING

- TITLE:** Pharmacy Sales Associate (Retail)
- HOURS:** Full-time Monday-Friday 8:00 – 5:30 (varied shifts)
- REQUIREMENTS:** Highschool diploma or GED. Previous experience in health care setting or customer service position (preferred).
- DUTIES:** Sales Associate will answer telephones, answer patient's questions and responding to requests. Operate POS system to accept payment from customers, reconciliation of the tills, preparing daily deposit, posting charges, and payments on patient accounts. Maintain storage and security for medications including shelves and storage areas as needed. Scanning and filing of filled prescriptions. Assist in ordering and receiving of inventory and supplies, checking orders for accuracy and check Rx and OTC inventory for outdate. Assist in preparation of returns, price, stock, and mark items for sale. Delivery of medication or OTC to patients, nursing homes, or assisted living facilities.

FMDH is an Equal Opportunity/Affirmative Action Employer. Please contact the HR department at (406) 228.3662 for more information.