



Integrated Care Clinic Timor & Diverse, Lda.

Address: Estrada Bidau, Lecidere, Dili, Timor-Leste

Telp: (+670) 7631 1111 | 7881 0888

Email: icc@maekom.com.tl Web: <https://icc.maekom.com.tl>

Job Description

Job Title: ICC Pharmacist

- Achieving daily, weekly, monthly, and quarterly sales targets
- Selling and dispensing of prescribed and non-prescribed medicines and general items to customers in a professional and ethical manner
- Using selling skills to recommend alternative OTC medicine and items to customers to maximize sales
- Responsible for having correct brand category and product layout in place
- Responsible for having the highest standard of product presentation in place
- Handling cash/credit/insurance sales and reconciliations daily
- Maintaining Retail Operational Checklists
- Following all purchasing, ordering, receiving, and transferring SOPs are followed within the pharmacy
- Completing replenishment of inventory in pharmacy
- Minimizing expiry through effective management of stock purchasing
- Compliance of zero tolerance on the selling of expired product
- Be aware of potential for stock loss through internal and external theft as well as systems errors and take necessary steps to minimize
- Managing and minimising regulatory risk in terms of stock recording, and labelling according to Ministry of Health; Pharmacy Directorate Direction
- Training and mentoring for pharmacy technicians and pharmacy students
- Communicate with clinicians regarding change in stock or modification of drug dosage, brands, and strength.

Qualifications:

-B Pharm or Sarjana Farmasi (S.Farm) or Sarjana Farmasi Apoteker (S.Farm. Apt.)

- Valid Pharmacy Professional Registration Card from Ministry of Health, Timor-Leste
- Minimum of 1 year experience working in a retail pharmacy

Competencies:

- Adaptable
- Innovative
- Strategic thinker
- Result driven
- Customer focused

Skills:

- IT skills: MS Office and Pharmacy Database
- Sales skills
- Technical pharma-trade capability
- Customer Service skills

Please send your CV and cover letter to recruitment@maekom.com.tl



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Job Description

Job Title: ICC Assistant Retail Pharmacist

Pharmacy Technicians are responsible for ensuring the availability of medication and delivering medications to the right patients and departments. Here are some of their primary duties and responsibilities:

- Supporting pharmacological services by assembling, stocking, and distributing medications
- Assist in selling and promoting medical products
- Be the first line of contact with the consumers at the retail pharmacy level
- Communicate with the Pharmacist to maintain records by recording and filing the prescriptions and orders of Physicians
- Sorting, stocking and labelling medications and monitoring inventory
- Responding to the requests of patients and healthcare providers, answering their questions, and referring various inquiries to the Pharmacist
- Complying with rules, regulations, and procedures to help maintain a clean and safe pharmacy, such as by sterilizing equipment and surfaces
- Processing prescriptions electronically and ensuring all information is accurate and complete
- Generating revenues by recording, calculating, and issuing charges
- Undertaking administrative tasks such as record-keeping as assigned by a Physician or facility manager from time to time

Qualifications:

- Diploma in Pharmacy
- Valid Pharmacy Professional Registration Card from Ministry of Health, Timor-Leste
- Minimum of 1 year experience working in a retail pharmacy

Competencies:

- Adaptable
- Innovative
- Strategic thinker
- Result driven
- Customer focused

Skills:

- IT skills – Ability to use MS Office and Pharmacy Database

- Sales skills
- Technical pharma-trade capability
- Customer Service skills

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