

## Customer Service Representative

### Clear Choice Pharmacy LLC

2.92.9 out of 5 stars

3059 Hopyard Rd Ste C, Pleasanton, CA 94588

\$18 an hour - Full-time

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### Job details

#### Pay

- \$18 an hour

#### Job type

- Full-time

#### Shift and schedule

- No weekends
- Weekends & holidays off

### Benefits

Pulled from the full job description

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid holidays
- Paid time off
- Vision insurance

### Full job description

We care about our employees and believe in a *work/life balance*, which includes *evenings and weekends off, 10 days of PTO, and floating holidays!*

Each employee is also assigned their own workstation, including desk/chair, computer, and headset, to ensure you are productive and organized.

**Benefits: PTO, Paid Holidays, Medical/Dental/Vision benefits, Short Term Disability, 401k, and Life Insurance. Work/Life Balance!**

**Summary:** This person will scan out medications, prepare delivery packages, pull and package prescriptions, and update patient information in the system. Must have experience working in a retail pharmacy or retail setting. Certification preferred, but not required. Compensation based on skills and experience.

**Education/Experience:**

- Previous experience in pharmacy (retail)
- Excellent written and verbal communication skills
- Strong attention to detail
- Self-motivated and positive demeanor

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Scan out medications at the register
- Package medications for delivery
- Label and prepare products for patients
- Monitor storage and inventory of medications and supplies
- Answer and make daily calls to coordinate patient deliveries

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present

information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Strong analytical and critical thinking skills. Ability to comprehend and apply principles of basic math while analyzing data and generating reports.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft products.

**Information Security Expectations:**

While performing the duties of this job, the employee is required to abide by Apotheco information security policies, employee handbook and security and privacy regulatory requirements. Each employee is responsible for the secure and appropriate handling of Apotheco information, information received by customers, other companies and/or external parties.

**Knowledge, Skills and Other Abilities:**

- Time management skills
- Excellent written and oral communication skills
- Demonstrated ability to handle confidential information appropriately
- Positive work attitude
- Willingness to learn and grow
- Customer service skills
- Ability to multi-task and have strong detail-oriented skills
- Ability to work well with various personalities
- Ability to provide after hour support
- Teamwork
- Independent and self-motivated
- Ability to accomplish goals with little to no supervision
- Participate in continuous quality improvement activities

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit and use hands. The employee is occasionally required to stand.

**Location:** Pleasanton, CA 94588

**Position:** Full-Time

To Apply:

<https://www.indeed.com/viewjob?jk=44b8f87996212b63&from=shareddesktop>