

Job Title:	Pharmacy Sales Assistant	Job Category:	Sales
Department:	Retail	Job Code:	FOC
Location:	Store Name	Position Type	FT / PT
Job Description			
<p>Role and Responsibilities</p> <p>Reporting to the Shop Floor Manager you will be part of a team providing excellent customer service and maximising sales by ensuring the efficient and effective running of the Pharmacy as instructed by the shop floor responsible.</p> <p>What You'll Do:</p> <ul style="list-style-type: none"> • Observe all Covid19 requirements needed to operate safely and correctly. • To be customer service focused. • To work with your team to achieve sales targets. • To assist in the normal day to day operations of the Pharmacy using the equipment provided. • To work closely with other staff as directed by your manager. • To receive, check off and put away orders. • To undertake regular control and reordering of stock. • To keep shelves filled up with optimum amounts of stock as necessary. • To keep items, in constant demand, packed and ready for pricing and display. • To check delivery notes, invoices, and records. • To handle cash/cards in an appropriate manner. • To be fully flexible and ready to cover in all areas of the Pharmacy, as and when needed. • To assist with over-the-counter sales. • To deal with enquiries from customers both over the counter and over the telephone. • To ensure that all work areas, stores, toilet, rest room, office and waiting area are kept in a clean and tidy state. • To communicate to customers special offers and the Drinagh loyalty card. • To observe confidentiality and to refrain from disclosing such information to a third party. • To accept and abide by the Recognized Code of Practice operating in Pharmacies and all Standard Operating Procedures. • To keep up to date with any relevant industry information whether it's a product or service. • To be aware of local competitors and share relevant product or service information to your team 			