

Job Title:	Pharmacy Sales Assistant	Job Category:	Sales
Department:	Retail	Job Code:	FOC
Location:	Store Name	Position Type	FT / PT

Job Description

Role and Responsibilities

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.

What You'll Do:

- 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

Contact:

Email your Cover Letter & C.V. to tbibaoui@drinaghpharmacy.ie on or before Monday, 16th January.