

Job Description

Job Title:	PHARMACIST
1. ORGANIZATION:	
Division / Dept:	Unity / Operations
Location:	Retail Outlets – Island Wide
2. ROLE / JOB SUMMARY:	
<p>The job scope Unity By FairPrice Pharmacists goes beyond the boundaries of a dispensary. In addition to the professional aspects of dispensing and providing advice, health management and duty of care as well as responsibilities towards their patients, our Pharmacists are also MANAGERS of the retail pharmacy business. To manage the retail business, they have to ensure that the business operations are run smoothly, control operating costs and achieve sales. They also need to provide the highest level of service to our customers. Reporting to the Retail Pharmacists are their Pharmacy Assistants, Supervisors and Retail Executives, therefore people management is an important aspect of their job.</p>	
3. ESSENTIAL DUTIES AND RESPONSIBILITIES:	
<p>A. Professional Duties</p> <ul style="list-style-type: none"> • Undertake all duties and responsibilities of a registered pharmacist required under the various Acts and Regulations. • Dispense prescriptions accurately and intervene when necessary. • Counter-prescribe the appropriate OTC or P medicines to patients. • Counsel the safe and proper usage of all medications. • Make recommendations that contribute to the total well-being of patients. • Involve in community outreach programmes, health and wellness awareness activities, chronic diseases management, clinical and pharmacy services development • Observe the Code of Ethics laid down by the Singapore Pharmacy Council. • Attend training organised or endorsed by the Company. <p>B. Customer Service Management</p> <ul style="list-style-type: none"> • Attend to customers and see that their needs are well met. • Advise customers on the proper usage of our products and any other related information. • Be aware of current Advertising & Promotion activities/mechanics and make the appropriate recommendations to our customers. • Manage all customers' complaints and dissatisfaction, exercising discretion when necessary. • Lead by example and be a champion for excellent customer service. • Constantly monitor the level of customer service of the outlet. Provide coaching and counselling to staff who needs to improve on their customer service skills. <p>C. Retail Operations Management</p> <ul style="list-style-type: none"> • To be directly responsible for all monies and ensure that they are handled in the prescribed manner. • Maintain a proper Inventory Control system. • Create and maintain a conducive environment for shoppers. • To ensure adequate security and safety in the shop. • Oversee the planning of staff roster. • Implement and adhere to all policies and systems set by Head Office. • To see that all Advertising & Promotion activities are properly executed. • Maintain a system in monitoring the expiry of goods. • Communicate all instructions from the Head Office to all staff and act on them. 	

D. Business Management

- To be directly responsible for achieving Sales Target of the branch.
- Ensure cash flow through timely banking in.
- Submit the various reports and documentation to Head Office.
- Attend and participate in the monthly Management & Pharmacists' Training.
- Ensure that all Stock-takes are properly and accurately executed.
- Monitor the Stockholding and keep it at an appropriate level.
- To be accountable for the Gross Profit Margin for the shop.
- Contain operating costs through controlling wastage and unnecessary overtime.

E. People Management

- Ensure that all your staff are properly attired and conform to standards.
- Communicate and enforce all company policies and regulations to your staff.
- Discipline and counsel staff who misbehaves.
- Provide training to your staff to give them the necessary skills to excel in their jobs.
- Develop and groom your staff so that they have an all-rounded career.
- Conduct performance appraisal for your staff.
- Set goals and motivate your staff as a team to achieve them.

F. Other Duties

Any other portfolios assigned by the Head Office.

4. REQUIRED QUALIFICATIONS AND SKILLS:

<p>Technical / Professional:</p>	<ul style="list-style-type: none"> ▪ Degree in Pharmacy and must be recognized by the Singapore Pharmacy Council (SPC) ▪ For local graduates must have completed 9 months pre-registration pharmacists' training in approved local pre-registration training centres ▪ For foreign graduates must be graduated from list of approved Universities recognised by SPC, registered as a pharmacist in the country of study, completed a minimum of 3 months pre-registration training in a SPC approved training centre and has passed forensic exam & competency exam
<p>General:</p>	<ul style="list-style-type: none"> ▪ Good communication and interpersonal skills ▪ Team Player ▪ Willing to work weekends / public holidays / on a rotating shift (including evenings)

5. FOR APPLICATION:

For job applications, you may submit your resume/other relevant documents via email to recruit@fairprice.com.sg.

For more information, please visit our careers page at www.fairprice.com.sg/careers.