

# T E A S D A L E

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## A P O T H E C A R Y Co.

### We're hiring a Pharmacy Assistant

**\$** Starting at \$21.50

**Type of Employment:** Permanent, Full-Time

**Location:** 65 Beech Hill Rd., Antigonish NS


**Starting:** mid-August; as soon as possible

**Deadline to apply:** Wednesday, Aug 7<sup>th</sup>

## GROW YOUR CAREER WITH US.

 [www.teasdaleapothecary.com](http://www.teasdaleapothecary.com)

 @teasdaleapothecaryco

 @teasdale\_apothecary\_co



### ABOUT THE COMPANY

At Teasdale Apothecary Co., health is our passion - and that includes healthy people, healthy communities and a healthy planet. We are a full-service compounding and community pharmacy and a one-stop-shop for low-waste household and personal care products. We are an independent and locally owned & operated pharmacy in beautiful Antigonish, Nova Scotia that prides ourselves on being a patient-focused community healthcare space and a fun, creative and inclusive workplace. You can learn a little more about us by visiting our website at: <https://www.teasdaleapothecary.com/the-apothecary>

### OUR COMMUNITY

Antigonish, often referred to as the highland heart of Nova Scotia, is a small town nestled in the northeastern part of the province. Featuring the beautiful campus of St. Francis Xavier University, Antigonish town and surrounding area combines the peacefulness of small-town living with the bustle of a thriving community. You'll find a multitude of local shops, galleries, culinary experiences and microbreweries as well as a vibrant Farmer's Market every Saturday morning. Take a short drive out of town and you'll find beautiful provincial parks, rolling coastlines and breathtaking beaches. We love it here. You will too.

## POSITION OVERVIEW

Pharmacy Assistants are critical to providing patients with a welcoming, one-of-a-kind pharmacy experience. They embody the values of the organization, understand and practice sustainability and contribute to a space that is inclusive and inviting for everyone. Their main role is to provide excellent patient-centered care by assisting pharmacists in the preparation and dispensing of medications while providing excellent customer service. Pharmacy operating hours are Monday-Friday, 9am-6pm and Saturdays 9am-2pm. Shifts are scheduled within those hours.

The ideal candidate for this position has a desire to work in a retail pharmacy setting, a passion for clinical services and practices patient-care from an anti-oppressive, person-first approach.

## GENERAL OUTLINE OF DUTIES

### Patient-Focused Services:

- greet in-person customers promptly and professionally and provide relevant assistance
- answer telephone using appropriate telephone etiquette at all times
- collect all relevant patient information
- refer all clinical inquiries to the pharmacist (ie. those related to medication purpose, use and recommendations; diseases and conditions, etc.)
- process customer transactions and accept payment for prescriptions and front store items on POS system.
- adhere to all confidentiality and privacy requirements put in place by the Nova Scotia College of Pharmacists.
- provide prescription delivery services to residential and commercial addresses (company vehicle provided)
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### Workflow & Operations:

- input prescription information into computer system efficiently and accurately.
- contact physicians 'offices as needed and maintain all relevant documentation
- contact third party insurance providers to resolve any insurance issues.
- efficiently count or measure, package, and label prescriptions.
- prepare a variety of non-sterile compounded medications following proper protocols.
- identify patients who are candidates for pharmacy services and provide administrative support to the pharmacist.
- assist in daily medication ordering from wholesaler.
- assist in inventory management including returning expired medication, and completing regular inventory counts.
- put away received pharmacy inventory in appropriate location in accordance with established workflow
- package medications into blister/compliance packages as needed.
- contribute to the cleanliness, tidiness and professional appearance of Apothecary spaces
- other duties as required

## WE'RE ON A MISSION...

*to provide*  
quality and  
compassionate pharmacy  
services, tailored to the  
unique needs of the  
individuals, families and  
healthcare partners we  
serve

*to offer*  
high-quality, low-waste  
choices for household and  
personal care products

*to inspire*  
health and well-being for  
our customers, our  
community and our planet

## AND WE...

*admire boldness*

*cultivate creativity*

*encourage curiosity*

*act sustainably*

*celebrate differences*

*embrace simplicity*

*lead with integrity*

...ALWAYS.

## ELIGIBILITY / QUALIFICATIONS

Experience working in a retail pharmacy or health setting is preferred but not required. 1-2 years of customer service with transferrable skills and a knack for utilizing progressive technology and software is also welcome.

## PHYSICAL DEMANDS

This position requires standing for long periods of time and occasional lifting (up to 50lbs)

**SKILLS, EXPERIENCE & ATTRIBUTES** – these are ideal criteria that we'd like to see. If any of these apply to you, let us know – if not, you'll have opportunities to develop them on the job.

- previous experience in retail pharmacy is preferred
- experience with Kroll is an asset
- experience with compounding and/or a desire to learn
- excellent interpersonal skills; approachable and friendly
- capable of communicating regularly and openly with team members in a professional and personable manner
- attention to detail and willingness to do repetitive tasks
- ability to multitask and manage time wisely.
- ability to work independently or as a team member in a fast-paced environment
- class 5 Drivers license and clean drivers abstract required
- interest in community connection and health promotion
- candidates in this position should be conscious of their impact on the environment and support the values of the company related to waste reduction

## WHY US?

In a nutshell - we're a fun and flexible workplace that values a healthy work / life balance. In 2024 we were awarded the Pharmacy Association of Nova Scotia's (PANS) "BEST TEAM EVER" award, as voted on by our community! You'll enjoy a casual environment with extended health benefits, a retirement savings plan, a health and wellness program, paid time off, professional development opportunities, casual dress code, flexible schedule options, and a 20% employee discount.

We're committed to creating an inclusive, equitable, and accessible workplace, reflective of the diverse community we serve – a place where every team member feels valued, respected and supported. We encourage all qualified applicants who self-identify as Indigenous, Black/African Nova Scotian, Persons of Colour, Foreign Nationals/Newcomers, Persons with Disabilities, 2SLGBTQIA+ to apply and self-identify. If we can make this easier through accommodation in the recruitment process, please contact us.



## TO APPLY:

Send us a resume and cover letter highlighting why you're the best fit for our growing team!

Applications can be emailed to:  
[hello@teasdaleapothecary.com](mailto:hello@teasdaleapothecary.com)