



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Human Resources Department-Community Employment

10005 East Osborn Road

Scottsdale, Arizona 85256

Main: (480) 362-7907 / Fax: (480) 362-2691

JOB POSTING FORM

Business Name:	Integrity Rx Specialty Pharmacy, LLC
Workplace Location:	8425 N 90 th St., Ste 8, Scottsdale, AZ 85258
Position Title:	Product Fulfillment Coordinator

Position Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern/Apprentice <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____	Rate of Pay per Hr: \$ _____ <input checked="" type="checkbox"/> Hourly <input checked="" type="checkbox"/> Commensurate <input type="checkbox"/> Salary <input type="checkbox"/> Commission 35-40 Hours Per Week	Benefits Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Driver's License Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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JOB DESCRIPTION & DUTIES:

See Job Description that is attached.

MINIMUM QUALIFICATIONS:

See Job Description that is attached.

APPLICATION SUBMISSION & EMPLOYER CONTACT INFORMATION

ONLINE: WWW.integritysp.com

SUBMIT RESUME ONLY TO: selliott@integritysp.com

EMPLOYMENT OFFICE ADDRESS: Pre-operational no physical location available

CONTACT NAME: SHAWN ELLIOTT, CONTROLLER

CLOSING DATE: WHEN FILLED

CONTACT NUMBER/EMAIL: SELLIOTT@INTEGRITYSP.COM

FOR INTERNAL OFFICE USE
POSTED BY:

Thoroughly fill-out highlighted areas on form and email the following Job Posting to CommunityJobs@srpmic-nsn.gov

Salt River HR is allowed 3 business days to advertise vacant/new positions, prior to public notice, to refer qualified SRP-MIC applicants for employment. All companies conducting business within the SRPMIC have agreed to Native American Preference as defined: Qualified SRP-MIC Members and Qualified Members of other federally recognized Indian Tribes shall receive preferences in hiring and in all other aspects of employment.

For additional information, please contact Russ Williams, Employment Compliance Coordinator at (480) 362-6623

JOB TITLE: Product Fulfillment Coordinator

REPORTS TO: Pharmacist in Charge or Supervisor

SUMMARY

This position has responsibility for properly packaging patient medications and using appropriate delivery method to ensure patient receives medication and supplies on the day requested. Individual is responsible for ensuring medication is delivered to the address requested by the patient and is able to track the status of the medication at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare daily order using primary supplier's website
- Verify inventory levels in perpetual inventory system and notify supervisor of any deviation
- Review medication expiration date ensuring proper stock rotation
- Follows proper procedures for filling controlled substance prescriptions
- Accurately fills and counts drug product selection
- Ensures work stations are properly stocked with supplies
- Adheres to all AZSBOP R&R when filling prescriptions (including refill logs)
- Accurately and quickly enters shipping information into FedEx Ship Manager
- Verifies addresses using shipping vendor's website before label prints
- Packages orders neatly and according to established guidelines
- Completes special projects assigned by supervisor

ESSENTIAL SKILLS AND EXPERIENCE

- Certified and licensed pharmacy technician
- High School Diploma or equivalent
- Knowledge of major shipping vendor software
- Ability to work well under pressure in a fast paced working environment
- Ability to multi-task and meet deadlines with little supervision
- Strong data entry and communication skills
- Ability to work individually or in a team environment
- Bilingual (English/Spanish) strongly preferred
- Excellent attendance and punctuality records

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands and work environment are characteristic of those found in a typical mail order pharmacy environment. Minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals. The majority of the day may consist of sitting or standing for long periods of time. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.