

Pharmacy Data Clerk/ Data Entry

Job details

Salary
\$14 - \$18 an hour
Job Type
Full-time

Qualifications

- High school or equivalent (Preferred)
- Customer Service: 1 year (Preferred)

Benefits

Pulled from the full job description

401(k)
401(k) matching
Dental insurance
Employee discount
Flexible schedule
Health insurance
Show 4 more benefits

Full Job Description

COME GROW WITH US!!!!

HealthyPets, Inc is a leading pet supply company that provides only the best products to it's clients. Our policy is to work hard and play hard. We are always on the lookout for individuals who share this standard.

As we grew we are now a "Licence Animal Pharmacy".

To learn and help manage a Animal Pharmacy by updating client profiles and obtain fax approvals. Communicate with clients through out the order processing steps.

You will learn all the in's and out's on how a successful pharmacy is ran.

Duties:

- Faxing approval request.
- Transferring verbal approvals to our pharmacist
- Completing projects and sorting of data

- Updating clients with their pets approval .
- Taking Client calls and building client reports
- Managing Order Intake's
- Providing great customer support when needed.
- Educating our customers about order procedures and questions about our company.
- Updating payments on Client profiles.
- Order placing (this includes a bonus percentage that is added to your pay)
- Working as team to accomplish the overall company goal.

Skills

- Be able to work in a fast pace environment
- Know how to manage and run a computer
- type 30 to 55 wpm
- Self managed
- Time management is very import
- Meet goal deadlines.

Benefits and Compensation

- Benefits package: health, vision, dental, 401k
- Veterinary discounts
- Website and retail discount
- Bring your pet to work Friday (1st Friday of every month)
- Large break/game room

*This job description does not constitute a contract or agreement. You may be required to do more than what is stated above.*Continue

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Pay: \$14.00 - \$18.00 per hour

COVID-19 considerations:

We are taking all actions to provide a safe and comfortable environment!

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Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Paid time off

- Referral program
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift

Supplemental pay types:

- Bonus pay

COVID-19 considerations:

We are taking all actions to provide a safe and comfortable environment!

Education:

- High school or equivalent (Preferred)

Experience:

- Customer Service: 1 year (Preferred)

Work Location:

- One location

Work Remotely:

- No

Work Location: One location

To Apply:

<https://www.indeed.com/viewjob?t=pharmacy+data+clerk+data+entry&jk=eb519d9089f318ff&from=iaBackPress>