

# FINDING WORK



## WAINWRIGHT VALUE DRUG MART

### The Company

Wainwright Value Drug Mart has operated in the Town of Wainwright for over 60 years. It has been independently owned and operated by the current owner for six years.

The business is a full service drug store, Hearing Centre and as well as Purolator, and Western Union money transfer system. The Hearing Centre provides all fit and hearing services and aides. The store has a full prescription department, giftware, Hallmark cards, home health care products, an extensive home office stationery department, and a Lottery terminal. Additional services include an extensive cosmetics department, food items, candy, and soft drinks.

### The Work

The company typically employs between 12 to 16 employees full time, comprising three pharmacists, three pharmacy technicians, one bookkeeper, one receiver and one manager; the remaining staff work as cashier/clerks.

The company prides itself on providing a fun, family friendly working environment, and a rewarding career helping people with their shopping and prescription needs. The company is committed to a strong, community involvement.

### The Ideal Candidate

The ideal candidate should exhibit the following characteristics:

- Dedicated to customer service
- Should love working with people
- Must be dependable and punctual
- Computer literacy a definite asset



### Pharmacist

#### Responsibilities:

- Check prescriptions for proper dosage
- Compound prescribed pharmaceutical products by calculating, measuring and mixing the quantities of drugs and other ingredients required and filling appropriate containers with correct quantity
- Dispense prescribed pharmaceuticals to customers or to other health care professionals and advise them on indications, contra-indications, adverse effects, drug interactions and dosage
- Maintain medication profiles of customers including registry of poisons and narcotic and controlled drugs
- Ensure proper preparation, packaging, distribution and storage of vaccines, serums, biologicals and other drugs and pharmaceuticals
- Order and maintain stock of pharmaceutical supplies
- Advise customers on selection and use of non-prescription medication
- May supervise and co-ordinate the activities of other pharmacists, pharmacy assistants, pharmacy technicians and other staff
- A minimum of a Bachelor of Science degree in pharmacy is required

*Pharmacy Technician*

Pharmacy technicians assist pharmacists by:

- preparing medication for dispensing
- compounding, packaging and labeling pharmaceuticals
- preparing aseptic products
- inventory control
- purchasing and merchandising
- maintaining prescription records and inventories as required under such acts as the *Food and Drug Act*
- narcotics control
- third party billing
- drug distribution
- computer processing
- clerical and other duties as necessary
- should be a graduate of a pharmaceutical technician course from an accredited college, e.g. Red Deer College

*Bookkeeper*

Principal duties:

- Manages all financial aspects of the business
- Accounts Receivable and Accounts Payable
- Cash
- Payroll
- Accounting background and experience desirable
- General Accounting degree preferred

*Manager*

Principal duties:

- Recruitment and retention of staff
- General management of staff
- Training
- Organization of the business
- Scheduling
- Buying of merchandize
- Supervisory experience an asset

*Receiver*

Principal requirements of the job include:

- Previous experience an asset
- Willing to train
- Attention to detail
- Physically fit – able to lift up to 50 lbs
- Good organizational skills
- Computer literate
- Inventory control

*Cashier/Clerks*

Principal responsibilities include:

- Taking payment from customers by cash, cheque, or credit card
- Assisting customers
- General tidying, stocking and facing product
- Inventory control
- Merchandising, setting up sales, including signage
- Must be able to stand for long periods of time
- Some lifting is required
- Retail experience is an asset

**Training**

Training is provided in-house to meet expected standards and accomplish certain tasks. Value Drug Mart provides a supportive learning environment and encourages staff learning opportunities.

**Salary and Benefits**

Compensation is dependent upon qualifications, experience and position. Full time staff is eligible for full prescription and dental benefits. The business offers sales discounts, and hosts a Christmas Party and company barbecue annually.

**Hours of Work**

The business is open 8:30 a.m. to 7:00 p.m. Monday to Friday, and is open late Thursday until 9:00 p.m. Saturday hours are 8:30 a.m. until 6:00 p.m. The business is closed Sundays and Statutory Holidays. Staff work shifts within these hours.

**How to Apply**

Recruitment is typically through the local newspapers, word of mouth, highway sign or sign in the window. Professional staff may be recruited through professional websites and journals.

Interested applicants should apply in person, with a resume, references and proof of credentials when required.

Apply to:

Bryan Boyenko  
Wainwright Value Drug Mart  
306 – 10<sup>th</sup> Street  
Wainwright, AB

**Tel:** 780 842-4488

**Fax:** 780 842-6262

The Finding Work At Series can be found at [www.wantjobgotjob.com](http://www.wantjobgotjob.com), a website managed by the Wainwright & District Chamber of Commerce. This Series is a partnership project by the Government of Alberta, Wainwright & District Chamber of Commerce, Town of Wainwright, Wainwright Economic Development Board and Wainwright Military Family Resource Centre. For more information, contact the Chamber of Commerce at (780) 842-4910.