



Company Details Confidential



#JOB-2449488



34 Watercourse Road, Cork, Co. Cork, T23

PRH6



No of positions : 1



Paid Position



40 hours per week



18.00 Euro Hourly



21/05/2026



18/06/2026

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Dispensary Operations Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Coordinating daily dispensary workflow

Organising the day-to-day running of the dispensary,

Prioritising prescriptions, managing workload, and ensuring tasks are completed in a timely manner.

Supporting prescription dispensing processes

Assisting with the preparation, labelling, assembly, and administrative processing of prescriptions, while ensuring pharmacist checks are completed where required.

Ensuring SOP and regulatory compliance

Helping ensure that dispensary procedures follow company SOPs, pharmacy legislation, PSI requirements, and internal policies.

Managing claims and pharmacy administration

Supporting monthly pharmacy claims, checking prescription paperwork, resolving claim queries, and ensuring accurate records are maintained.

Stock control and ordering

Monitoring dispensary stock levels, placing or coordinating orders, managing shortages, checking expiry dates, and helping reduce waste or overstocking.

Coordinating communication within the dispensary

Acting as a point of contact between pharmacists, technicians, OTC staff, managers, suppliers, and other branches where needed.

Supporting team training and standards

Helping train new dispensary staff on workflows, systems, SOPs, stock handling, and administrative procedures.

Managing dispensary systems and records

Ensuring records are accurate and up to date, including controlled drug documentation, fridge logs, error logs, near-miss records, owing books, and other required paperwork.

Improving efficiency and consistency

Identifying issues in workflow, stock management, claims, or communication, and helping implement improvements across the dispensary.

Customer and patient support

Supporting patients with prescription queries, repeat prescription requests, owing items, collection times, and general service coordination, while referring clinical queries to the pharmacist.

Requirements:

At least 1 year of experience working as a Pharmacy Technician

A Master's degree in Business, Management, Business Administration, or a closely related field.

- **Sector:** human health and social work activities

Career Level

- Managerial