



Classes Lake Pharmacy Ltd



#JOB-2460380



34 Watercourse Road, Cork, Blackpool Late

Night Pharmacy, Co. Cork, T23 PRH6



No of positions : 1



Paid Position



40 hours per week



37648.00 Euro Annually



28/07/2026



25/08/2026

How to apply

Application Method :

Not available



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Dispensary Operations Coordinator (Senior Pharmacy Technician)

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

The Dispensary Operations Coordinator (Senior Pharmacy Technician) is responsible for supporting the efficient, compliant, and organised operation of the dispensary. The role involves coordinating dispensary workflow, supporting prescription processing, performing pharmacy technician duties under the supervision of the registered pharmacist, maintaining accurate records, supporting pharmacy claims administration, managing stock control activities, ensuring compliance with pharmacy SOPs and regulatory requirements, and acting as a key point of communication between dispensary staff, pharmacists, management, suppliers and patients.

The Employee's duties and responsibilities include, but are not limited to:

- Perform pharmacy technician duties under the supervision and direction of the registered pharmacist, ensuring all activities are carried out in accordance with pharmacy legislation, professional standards, company procedures and SOPs.

- Support prescription processing activities, including receiving prescriptions, entering prescription information, preparing and assembling prescribed medicines, generating labels, packaging medication and ensuring prescriptions are prepared accurately for final pharmacist review and approval.

- Operate pharmacy dispensing systems for prescription processing, patient record management, dispensing documentation and pharmacy workflow management.

- Maintain and update patient medication records and dispensing information accurately within the pharmacy system while ensuring confidentiality and compliance with data protection requirements.

- Adhere strictly to dispensing procedures relating to product selection, accuracy, packaging, labelling, documentation, record keeping and hygiene standards within the dispensing area.

- Maintain accurate patient, prescription and dispensing records in accordance with pharmacy procedures and regulatory requirements.

- Provide support and guidance to pharmacy assistants and junior dispensary staff regarding

dispensing procedures, workflow management and compliance with pharmacy SOPs.

Support the safe and efficient supply of medicines and pharmacy services while ensuring compliance with applicable regulations relating to the sale and supply of medical preparations and pharmacy products.

Coordinate daily dispensary workflow by prioritising workload, supporting efficient prescription processing, allocating tasks among dispensary team members and ensuring smooth operation of dispensary activities.

Review dispensing workflow and identify discrepancies or operational issues, escalating clinical or regulatory matters to the supervising pharmacist where required.

Act as a senior member of the dispensary team by supporting, guiding and training pharmacy assistants, new employees and other dispensary staff on procedures, workflow, SOPs and regulatory requirements.

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

Career Level

- Managerial