



Job Specification

Position: Dispensary Store Manager (Part Time / Permanent)

Duties Include:

- Work alongside Area Manager to ensure smooth running of the branch including dispensary and retail.
- Liaise with the responsible pharmacist daily.
- Motivate and manage a team of staff and assist with overall shop responsibility.
- Assist Area Manager in dealing with staffing issues if required.
- Assist with the updating of shop rotas to aid payroll and maintain accurate records.
- Assist in preparation of prescriptions and delivery of professional services and any other dispensary related tasks.
- Assist Pharmacist in providing an efficient, accurate and safe dispensing service in store, ensuring patient confidentiality.
- Providing knowledge / up to date advice on our product ranges.
- Delivery and collection of prescriptions when required.
- Monitor stock maintenance and merchandising of products.
- Promote exceptional customer service and continually review service levels.
- Ensure compliance with the accuracy in the operation of till transactions and cash handling.
- Maintain professional standards of dress and grooming.
- General Housekeeping
- Other duties as required.

Essential Requirements:

- Experience and strong knowledge of Pharmacy and Dispensing Services
- Have ability to lead and positively influence staff.
- Be hard working and enthusiastic with excellent leadership and communication skills.
- Demonstrate exceptional customer service.
- Have the ability to work as part of a team.
- Demonstrate attention to detail and accuracy.
- Demonstrate excellent organisational skills.
- Previous experience of using computer systems.
- Eligibility to work in UK.

Desirable Requirements:

- Previous relevant dispensary experience
- Excellent understanding of professional services
- Previous relevant management or supervisory experience
- Previous experience working and advising on the OTC Counter
- NPA Interact qualification or equivalent recognised qualification.
- NPA Dispensary Assistants qualification or equivalent recognised qualification
- Level 3 Dispensary Technician qualification or equivalent recognised qualification
- Full UK driving licence

We reserve the right to amend criteria in order to facilitate shortlisting.

Location: Gordons Chemists, 26-30 Charlotte Street, Wigtownshire DG9 7EF

Duration: This position is Part Time and Permanent, working 4 days per week Monday to Saturday as per shop rota.

FOR OFFICE USE ONLY

REF NO:

DATE REC:

INT DATE:



GORDONS
CHEMISTS

APPLICATION FORM

DISPENSARY STORE MANAGER

(PART TIME / PERMANENT)

STRANRAER BRANCH

NAME:

CLOSING DATE: MONDAY 29 APRIL 2024

Please Complete and return to:

**Recruitment
Gordons Chemists
74 Scarva Road
Banbridge BT32 3QD**

Or email: HR@gordons-chemists.com

Tel: 028 4066 9000

Please complete this application form in block capitals and black ink

PERSONAL INFORMATION

Surname

Title

Forename (s)

Date of Birth

Home Address

.....
.....
Postcode:
Tel No: Mobile No:

E-Mail Address:

Do you have a current Driving Licence?

Will you have access to a car?

QUALIFICATIONS OBTAINED

Please give details of qualifications gained at G.C.S.E/A level (or equivalent)

Date	Name of Institution	Examinations Taken			
		Subject	Date	Level	Grade
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FURTHER EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please give details of Colleges, Universities etc. attended, Qualifications Obtained

Name of Institution	Dates Attended	Course Taken	Qualification Obtained
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.....
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Are you registered disabled? **Yes / No**

If you are invited to interview are there any adjustments that you require?

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Do you need a work permit / visa to work in this country? **Yes / No**

If yes please provide details including any limitations / conditions on the work permit.

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Where did you hear about this vacancy?

(Newspaper, Job Centre, Website, In Store, Word of Mouth, Other etc.)

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CONVICTIONS

Have you been convicted of any driving offences? **Yes / No**

Are you facing any criminal prosecutions? **Yes / No**

Have you received a caution in the last 5 years? **Yes / No**

Have you been convicted of any criminal offences which are not yet spent under the rehabilitation of Offenders Act, 1974? **Yes / No**

If 'Yes' to the questions above, please provide further details:

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REFEREES

Please supply two referees who may be contacted to provide a reference. For example a previous employer, please note they should not be a relative.

Name
Address
.....
Tel No
Email address.....
Relationship to you

Name
Address
.....
Tel No
Email address.....
Relationship to you

Information that you give will be treated confidentially and no job reference will be sought from your present or past employers prior to offer being accepted by you.

DECLARATION

I declare that to the best of my knowledge the information on this form is correct and can be treated as part of any subsequent contract of employment. Failure to complete the application form/application form not arriving before the set closing date may result in my application not being shortlisted for interview and failure to disclose information or provide deliberate false information may result in disciplinary action being taken against you.

By completing and signing this application form including monitoring form, you are providing consent for Gordons Chemists to hold your personal data on file for the purpose of recruitment and compliance with our statutory obligations. For more information on how we use your data, please refer to our Privacy Notice on our website www.gordonsdirect.com.

Applicants Signature.....

Date