

Bilingual Pharmacy Services Representative
(Finance)
Open Until Filled

Occupational Summary

Performs a variety of clerical and administrative duties to coordinate a Pharmacy Assistance Program. Generate reports and monitor compliance with established Pharmacy guidelines. Collaborate with Providers, Pharmacy Staff, Patients and Pharmaceutical companies to facilitate program.

Qualifications

Ability to administer Pharmacy Assistance Program and manage multiple tasks. Excellent organizational skills and ability to generate reports. Computer skills to include spreadsheets, data entry and word processing. Ability to communicate effectively with Providers, Pharmacists, Patients and Pharmaceutical Companies. Ability to work independently.

Graduation from high school supplemented by courses at a Community College, Technical School or University with course work in accounting and computers. Two years clerical/administrative experience in a health care setting desired. Knowledge and fluency in Spanish and English required.

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