



INSTITUTE OF  
MANAGEMENT &  
TECHNOLOGY

INNOVATIVE • MOTIVATE • TRANSFORM

214, RAJPUR, DEHRADUN

Phone: 0135-2734741, 2734327 Fax: 0135-2734048

Email: [info@grdedu.in](mailto:info@grdedu.in) Web: [www.grdedu.in](http://www.grdedu.in)

Ref. No.: -GRD-IMT/P&CA/2021/TP-125

Date: 23/06/2022

**PLACEMENT NOTICE**

**For**

**B.PHARMA/D.PHARMA**

**BATCH-(2022)**



Apollo Pharmacy

**Name of Company: APOLLO PHARMACY**

**About the company:** APOLLO PHARMACY is an Indian multinational [healthcare](#) group headquartered in [Chennai](#). Apart from the eponymous [hospital chain](#), the company also operates [pharmacies](#), [primary care](#) and [diagnostic](#) centres, and [telehealth](#) clinics through its subsidiaries.

The company was founded by [Prathap C. Reddy](#) in 1983 as the first corporate healthcare provider in India. Several of Apollo's hospitals have been among the first in India to receive [international healthcare accreditation](#) by the America-based [Joint Commission International](#) (JCI) as well as [NABH](#) accreditation.

For more details visit:- <https://www.apollopharmacy.in>

**JOB DESCRIPTION**

**Job Title:** Pharmacist / Pharmacy Aid / Pharmacy Assistant – SAP

**Reporting to:** In-charge / Supervisor – Operations SAP

---

**Qualification:** D. PHARMA/B.PHARMA registered with state pharmacy council and licensed to dispense drugs;

---

**OBJECTIVE**

Assist the Supervisor for achieving organizational objectives.

## **JOB GUIDELINES**

### **Operations & customer service:**

1. Dispensing medicines as per prescription.
2. Maintain proper drug storage, rack layout, cold chain, refrigeration and upkeep of the pharmacy.
3. Greet the customers, keep eye-contact and provide good customer service.
4. Receive prescription or prescription refills.
5. Attend to prescriptions sent by call center.
6. Count and retrieve tablets and items from racks and pack them.
7. Provide information on dosage and usage of medicines to customers as per requirement.
8. Inform about appropriate substitute of unavailable drug and confirm with the customer's referring Physician telephonically.
9. Generate bill and maintain cash counter.
10. Check the order before handing over to the customer.
11. Tally the filled prescription with the bill and also details like patient's name, item, quantity, expiry and billing value.
12. Engage the customer during waiting time to fill in the customer feedback form.
13. Effectively handle all inbound calls regarding home door delivery requests and ATM.
14. To answer inbound calls regarding drug information
15. Documents to be maintained
  1. Daily ATM card sales
  2. Daily free home delivery services
  3. Daily Outside Purchase (OP) statement file
  4. Narcotic drug prescriptions issued
  5. Daily category wise stock value printout
  6. Daily rack verification, gaps and adjustment receipts

### **Finance & Accounts:**

1. Assist the auditors during internal audits.

### **HR & Training:**

1. Demonstrate learning from On-job and Classroom Training while attending to customers.
2. Ensure shift hand-over and take-over is smooth both on coming and leaving the pharmacy.

### **Marketing:**

1. Co-ordinate in Health check camps.
2. Inform the customer about company's value added services, ATM card, free home door delivery and discounts.

**Logistics:**

1. Daily indent SKUs from DC
2. Coordinate daily receivable and arrangement of stock from DC
3. Enter the quantity, batch number, expiry date and MRP of new stock items in the Computerized pharmacy-billing module on daily basis.
4. Carry out 100% stock tallying of the computerized stock with the assigned racks Containing drugs, FMCG and generics.
5. Assist in segregation, early liquidation and removal of short expiry items with the DC Expiry team.

**Salary:-**

**B. Pharma** : 17,681/- Including PF & ESIC

**D. Pharma** : 17,090/- Including PF & ESIC

**LINK FOR REGISTRATION:-**

<https://forms.gle/kiByr3xTirouMFDq7>

**LAST DATE OF REGISTRATION: - 25/06/2022**

Please feel free to contact me in case of any queries:



**Kamal Kant Rana**  
**Dean-Placements & Cor. Affairs**  
**GRD Institute of Management & Technology,**  
**214, Rajpur Road, Dehradun (Uttarakhand)**  
**Mobile: +91-7055900777**  
Email: [placement@grdedu.in](mailto:placement@grdedu.in)  
Web: [www.grdedu.in](http://www.grdedu.in)