

Delivery Driver Job Description

Name:		Department:	Pharmacy
Title:	Pharmacy Delivery Driver	FLSA:	Non-Exempt
Date:		Reports To:	Pharmacy Manager

PURPOSE OF POSITION

To pick up and deliver prescriptions, deposits, mail, paperwork, misc. items.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Delivers prescriptions, OTC items, paperwork, etc. to clients (including any DME supplies the pharmacist has deemed complete)
2. Picks up payment, paperwork, signatures, and materials from clients
3. Picks up and delivers items between GRX Holdings stores
4. Perform clerical functions such as going to the bank to make bank deposits and get change orders, taking mail to the post office, delivering gifts.
5. Ability to read, write, and perform basic mathematic calculations which would normally be acquired through secondary education, or through equivalent experience.

Certificate, Licenses, Registrations

- Driver's License and insurance in good standing
- Minimum education and experience required

Mental and Physical Competencies Required to Perform Essential Functions

Knowledge:

A working knowledge of office procedures or equivalent related experience.

Skills:

Good interpersonal skills, ability to effectively deal with the public, neat appearance, good organizational skills, and good knowledge of city.

Abilities:

Ability to read maps and find addresses, ability to operate motor vehicle, must have valid driver's license, acceptable driving record, and be able to be insured.

Physical Requirements:

Continuous speaking, hearing, and visual effort, position requires sitting in and getting in and out of vehicle, occasional walking, stooping, reaching, lifting, and carrying up to 50 lbs., continuous general concentration, close mental and visual attention, work involves some irregularities and difficulties, repetitive and varied tasks, and stress due to deadline pressures.

Environmental Adaptability:

Primarily office environment, but can be noisy at times, exposed to inclement weather and hazards of driving.

Training

A training manual will be provided upon hire. Continual competency and performance checks will occur with a more formal annual review.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, GRX Holdings, LLC reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by GRX Holdings, LLC. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and GRX Holdings, LLC has a similar right.

Employee's Signature

Date

Supervisor Signature

Date

GRX Holdings, LLC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, GRX Holdings, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with GRX Holdings, LLC.