Hoʻōla Lāhui Hawaiʻi
Kauaʻi Community Health Center
Part-time Pharmacy Assistant

Be Part of Something Meaningful!

Are you organized, detail-oriented, and enjoy helping others? Hoʻōla Lāhui Hawaiʻi is looking for a **Part-Time Pharmacy Assistant** to support our Pharmacists and Pharmacy Technicians in providing efficient, professional service and ensuring smooth daily pharmacy operations.

💼 WHAT YOU'LL DO

- 🤝 Provide friendly, professional service to patients and customers.
- 💊 Assist with prescription and over-the-counter (OTC) sales and daily pharmacy operations.
- 📝 Maintain accurate prescription records, documentation, register logs, and daily deposits.
- 📦 Receive, process, track, and maintain pharmacy orders and inventory.
- 📬 Prepare, package, label, and coordinate prescription mailings and deliveries.
- 📞 Communicate with patients, healthcare providers, insurance representatives, and pharmacy staff to support continuity of care.
- 🔒 Protect patient confidentiality and comply with HIPAA, 340B, and applicable pharmacy regulations.

⭐ WHAT YOU BRING

Required:

- High school diploma or equivalent.
- Strong math, verbal, and written communication skills.
- Excellent interpersonal and customer service skills.
- Strong organizational skills and attention to detail.
- Ability to multitask, prioritize, problem-solve, and maintain accurate records.
- Ability to work independently with minimal supervision.

Preferred:

- Previous pharmacy or healthcare experience.
- Familiarity with basic medical terminology.
- Previous customer service experience.

🌴 WORK SCHEDULE & ENVIRONMENT

- Part-time, approximately **19 hours per week**.
- Monday–Friday, between 8:00 AM and 5:00 PM (specific schedule to be determined).
- Fast-paced environment requiring flexibility and the ability to manage multiple priorities.
- Requires periods of sitting and standing, frequent walking, and occasional bending, kneeling, squatting, and climbing stairs.

💚 WHY JOIN HOʻŌLA LĀHUI?

We're more than a healthcare organization — we're ʻohana committed to strengthening the health and well-being of our island community. Join a team where your work makes a difference!

📩 READY TO APPLY?

Submit your cover letter and resume to Human Resources at jashby@hoolalahui.org.

We look forward to welcoming you to our Hoʻōla Lāhui ʻohana! 🌈