

Retail Co-ordinator

Retail Pharmacy (Full-time)



UFS Dispensaries Ltd. is a not-for-profit organisation which operates retail pharmacies in Ballarat and the Western Region. UFS is a family friendly organisation and is known as an employer of choice offering excellent professional development opportunities and working conditions for staff.

We currently have a full-time position available for an experienced retail manager to join our team in Melton South in the capacity of Retail Co-ordinator.

Position objectives:

- Manage, in conjunction with the Pharmacy Manager, the retail function of the pharmacy.
- Supervise all Pharmacy Assistants in the retail function, maintaining a high level of morale and teamwork
- Contribute as part of the management team to the development of UFS policies and procedures

We are looking for people with proven pharmacy experience (desired, not essential) including exceptional customer service skills and high standards of personal presentation. Successful applicants will be highly motivated individuals who are willing to learn and can demonstrate the ability to work as part of a professional team. All individuals must have proven attention to detail to ensure excellent pharmacy practice.

The successful applicant will have experience in retail (preferable a certificate 3 & 4 in Retail, if not, a willingness to undertake) and staff management with excellent communication and customer service skills.

Applications close: Friday 18 September 2009

For a position description please contact Tania Lund on (03) 5327 7771

Your resume accompanied by a cover letter outlining your qualifications, relevant work experience, career aspirations should be directed to:



Tania Lund
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