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## Job offer:

Assistant Manager

## Description:

The Assistant Manager of our pharmacy plays an essential role in the smooth daily operation of our establishment. Under the direction of the Pharmacy Manager, he/she is responsible for coordinating team activities, supporting pharmacists in their tasks, and ensuring quality service to our patients. The Assistant Manager also acts as a liaison between the team and management, ensuring smooth and effective communication.

## Responsibilities:

- Assist the Manager in the daily management of the pharmacy, particularly in administrative, logistical, and team management areas.
- Supervise the team and ensure compliance with procedures and best practices.
- Manage schedules, provide training for new team members, and assist in their integration.
- Serve as a point of contact for patients in the absence of the Manager or during peak activity periods.
- Monitor inventory and orders in coordination with the purchasing manager.
- Ensure the cleanliness and proper presentation of the store, as well as compliance with safety standards.
- Actively participate in the implementation of promotional or event-related activities.
- Resolve potential conflicts or disputes with customers, in collaboration with the Manager.
- Make suggestions for continuous improvement to optimize operations and customer service.

## Qualifications:

- Previous experience in pharmacy or a similar position is appreciated.
- Ability to manage a team and take initiatives.
- Excellent communication skills, both written and verbal.
- Attention to detail and ability to work in an environment where accuracy and precision are essential.



- Strong customer service orientation and the ability to handle delicate situations diplomatically.
- Good proficiency in computer tools, especially pharmacy management software.
- Ability to work as part of a team, with a proactive and positive approach.
- Strict adherence to confidentiality and professional ethics.

## **Schedule:**

Full-time position.

## **To apply:**

Send your CV addressed to:

**Stéphane Lavigne,**

**Gérant**

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