



Health In Action

Position Title: Community Pharmacy Dispenser (Ref:202502/HKJC)

Brief Description of Health In Action:

Health In Action (HIA) is a non-profit organization and registered charitable organization in Hong Kong since its establishment in 2011. Our vision is to achieve health for everyone in the society. Our transdisciplinary team includes nurses, physiotherapists, pharmacists, dietitian, nutritionists, social workers, public health officers and health coaches. We aspire to promote a health city in Hong Kong through cycles of service, research, advocacy, and training. You can also visit our website <https://hia.org.hk> or our Facebook <https://www.facebook.com/HIAHK/> for further information on HIA.

Brief Description of Health In Action Community Pharmacy:

Health In Action Community Pharmacy is established by HIA and managed by a group of registered pharmacists. We deliver a variety of pharmacy services, including medication dispensing services, personalized consultation services, health talks and public education. Apart from community pharmacy services, we collaborate with other community organizations, professional bodies and academia to drive the development of primary care pharmacy service through cycles of “service, research, advocacy and education”. We strive to achieve health equity in society through a medical-social collaboration and transdisciplinary model.

Job Description:

- Support the functions and operations of the Community Pharmacy and ensure compliance with the standard operating procedures/guidelines as well as all legal requirements.
- Assist our pharmacists to dispense medications accurately and efficiently, including prescriptions, over-the-counter (OTC), and health supplements for medical treatment, disease prevention, and response to minor ailments
- Handle phone and online enquiries from clients
- Responsible for procurement and inventory management of medications, consumables, and equipment, ensuring timely orders, secure storage and compliance with regulatory requirements
- Handle expired medications according to the standards of relevant authorities.
- Perform monthly medication stock counts and expiry checks.
- Take up other ad-hoc assigned from the Pharmacist-in-charge and the management team.

Qualifications:

- Higher Diploma in Dispensing Studies or related discipline or above.
- Experience in medication procurement is preferred.
- 2+ years of working experience in a community pharmacy or clinic environment will be an advantage
- Good communication, problem-solving, and interpersonal skills
- Good command of Chinese and English language (written and spoken).
- Strong sense of responsibility, a good team player, and able to work under pressure.
- Proficiency in Google Workplace, MS Office, POS, etc.

Job Highlights

- Full-time position: 5-day work (45 work hours including lunch)
- Workplace location: Close to Kwai Hing MTR Station (5-minute walk distance)
- We offer a competitive remuneration package including:
 - 15-day annual leave (increasing 1 day per year)
 - Study leave
 - Birthday leave
 - Maternity /Paternity leave
 - Marriage leave
 - Compassionate leave
 - Family care leave
 - Training allowance
 - Medical & dental subsidy scheme

Application Deadline: 28 March 2025 or until the position is filled, whichever is earlier

Interested candidates may send their resume, current & expected salary, and the earliest availability to hr@hia.org.hk

Personal Information Collection Statement

Data collected will only be used for application processing. Applicants not contacted by Health In Action within four weeks of the application may assume that their applications are unsuccessful. All personal data collected will be kept for 12 months from the application closing date and will be destroyed thereafter.