

**Position: Dispensing Assistant/Pharmacy Warehouse Operative**

**Location:** Bournemouth Moving to Ringwood in early 2025

**Full-time**

**Who is The Slimming Clinic?**

The Slimming Clinic is proud to be the UK's largest online provider of private non-surgical medical weight management solutions, specialising in clinician-led and patient-centred weight loss programmes for those with overweight or obesity.

The company, founded in 1984, helps patients achieve their weight loss goals through medical consultation, behavioural change, and prescription medication. With over 35,000 patients on our database, we help thousands of patients each year to lose weight, improve their lifestyle and health, and gain confidence.

We aim to provide a safe, effective and complete weight loss service across the whole of the UK, and we are looking to recruit the best candidates help us deliver our gold standard vision to our patients.

**Why work for The Slimming Clinic?**

Our teams support patients through their weight loss journey, and being part of such a positive, transformative change is incredibly rewarding. We are changing lives for the better and that satisfaction of achievement is shared between our patients and our medical teams.

We are a rapidly developing company, expanding and implementing exciting new plans.

We provide generous compensation, great benefits, in-depth training and a supportive company structure to ensure you are set up to succeed and enjoy every shift.

**Job Role**

We are looking for a motivated Dispensing Assistant to join our onsite pharmacy and contribute to our mission.

## **Key Responsibilities:**

- Create patient letters and medication labels from the confirmed dispensing list.
- Ensure an organised and efficient workflow.
- Include any non-medication products as required.
- Create Royal Mail postage labels for outgoing packages.
- Pack boxes securely once the pharmacist has added the medication.
- Add dispensed items to the patient's Semble record accurately and promptly.
- Assist with inventory management, stock control of medications and other supplies, especially cold-chain maintenance.
- Maintain a clean work environment.
- Support the pharmacist in managing and resolving any dispensing-related queries.
- Participate in team meetings and training sessions to stay updated on best practices and company policies.
- Ensure compliance with all health and safety regulations and company protocols.
- Provide exceptional customer service, addressing patient enquiries and concerns with professionalism and care.
- Assist in the continuous improvement of dispensing processes to enhance efficiency and accuracy.

Please note that this is a non-customer facing role as The Slimming Clinic and the pharmacy operates online. Medications dispensed include weight-loss specific medications and supplements. This is subject to change depending on direction of the business.

## **Qualifications:**

- Previous experience in a dispensing or pharmacy assistant role is preferred – Medicines Counter Assistant (MCA) and/or dispensing assistant (DA)/dispenser qualifications, or equivalent NVQ desirable. Experience with warehouse dispensing desirable but not necessary as training will be provided.
- Strong attention to detail and organisational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and effectively in a fast-paced environment.
- Proficiency with computer systems and software, particularly for record-keeping and label creation.
- A proactive and flexible approach to work with demonstrated experience of working independently and as a team member.

**Benefits:**

- Salary £24,000 per annum
- Comprehensive training and professional development opportunities
- Supportive and collaborative team environment.
- Employee discounts on company products and services.

**Application Process:**

To apply, please apply via submit your CV and a cover letter telling us why you want this position.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.