

## **Key Carrier/Shift Supervisor**

Hartig Drug/Dyersville

Hartig Drug is seeking a motivated, team oriented, full time Key Carrier/Shift Supervisor to join their winning team in Dyersville, IA. The Key Carrier/Shift Supervisor position is responsible for assisting in the overall operation and performance of the store, which includes sales, merchandising, operations and supervision of staff. The Key Carrier's/Shift Supervisor primary job function is to assist the Store Manager, Assistant Store Manager and Floor Supervisor in their absence and provide a pleasant shopping experience for those shopping at Hartig Drug. Hartig Drug Company will assign each workforce member a level of access based on the individual's need for electronic patient's protected health information (ePHI) to perform their job functions.

### **Essential Job Functions**

- Must be self-motivated with the ability to work independently, make decisions in the best interest of the company and be able to open and close the store according to standard operating procedures
- Must have good working knowledge of the POS system in order to complete supervisory transactions such as voids, refunds, POS audits, etc.
- Process operating paperwork, do bookkeeping duties such as, but not limited to, balancing tills and doing bank deposits
- Supervise and complete all job tasks as assigned by store manager
- Greet customers/patients in a polite and courteous manner
- Assist customers/patients with any questions they may have
- Complete transaction by tendering payment from the customer/patient
- Assist with stocking merchandise, straightening and cleaning as needed
- Assist customers/patients with postal services and photo finishing requests if applicable
- Works well in a team environment
- Portrays the company in a positive image
- Required to abide by all rules, regulations and policies of the employer

**Work Hours:** Part time position, less than 32 hours/week, non-exempt or Full time position, more than 32 hours/week, non-exempt

**Non-essential Job Functions:** Assist in various departments as needed

### **Requirements**

- Must be responsible, dependable, trustworthy and able to work independently
- Retail experience
- Detail minded with high degree of accuracy

- Strong customer service skills
- Must be able to stand/sit for a long period of time (greater than 30 minutes) if applicable for postal/photo services

#### **Other Skills/Abilities**

- Ability to work as a team

#### **Relevance for compliance with ADA**

- May need to have the ability to lift products weighing less than 25 pounds
- Must comply with company safety policy when working with the photo lab chemicals and machines

#### **COMPANY DESCRIPTION**

The Hartig Drug Company is the second oldest continuously operated family drug chain in America and has been providing pharmaceutical care to patients since 1904. Hartig Drug offers a great alternative in the practice of Pharmacy compared to the large national chains.

Hartig Drug offers a great work environment, flexible schedule, competitive salary, and a comprehensive benefits package.

For more information about Hartig Drug, visit our website at [www.hartigdrug.com](http://www.hartigdrug.com).

**Qualified candidates should send a resume to:**

***CARRIE TEMPERLY***

**VICE PRESIDENT OF HUMAN RESOURCES**

***Hartig Drug Company***  
703 Main Street  
Dubuque, IA 52004-0709  
[\(563\) 588-8700](tel:5635888700) ext. 10033