JOB POSTING

About the Job

POSITION TITLE:	**AQPIC**
POSITION TYPE:	**Full-Time**
LOCATION:	**Concord, ON**
DEPARTMENT:	**Narcotics**
HOURS OF WORK:	**Monday to Friday: 9:30am-6:00pm**

About Us

Founded in 1916, Kohl & Frisch Limited has a solid reputation in the healthcare industry that distinguishes it as the only national, Canadian-owned and operated wholesale distributor. A family-owned company, it is one of Canada's leading national distributors and is the essential link between pharmaceutical manufacturers and healthcare providers. Kohl & Frisch is fully equipped to service large chain retailers, independent pharmacies, clinics, and hospitals for all their Rx, OTC, home healthcare, and front shop needs.

About the Role

In this role, the AQPIC assumes full responsibility for all transactions involving controlled substances in the absence of the QPIC. Transactions include (but are not limited to) receiving, picking, shipping and record keeping.

The AQPIC shall ensure operations are compliant to applicable GMP standards as defined by GUI-0001 "Good Manufacturing Practices" and GUI-0069 "Guidelines for Environmental Control of Drugs during Storage and Transportation".

What will you do?

- Ensure that all transactions involving controlled substances are completed according to Health Canada regulations and guidelines
- Fulfill all regulatory reporting obligations and ensure all paperwork is completed, stored and filed in a timely and organized manner
- Complete physical inventory and assist with product set up and slotting.
- Process monthly returns of controlled and targeted substances according to prescribed procedures
- Assist the flow of Operations, including Receiving, Order Picking, etc. following prescribed procedures
- Respond to enquiries from various internal departments (Accounts Payable, Inventory Management, Customer Service, etc.) in a timely manner
- Investigate suspicious transactions as required by Health Canada
- Provide guidance to staff with regards to the rules and regulations involving transactions of controlled substances
- Perform all duties in a safe and efficient manner and in accordance with company health and safety standards.
- Actively participate in Office of Controlled Substances (OCS) Health Canada Audits
- Other duties as required

What you bring

- BSc Chemistry, Biochemistry, Pharmacy or other qualifications meeting Health Canada's requirement for AQPIC approval
- Ability to meet Health Canada's requirements to perform AQPIC responsibilities.
- Ability to multi-task in a fast paced, complex and dynamic work environment.
- Excellent interpersonal, organization, written and verbal communication skills.
- Working knowledge of Microsoft Office
- Keen attention to detail and proven ability to analyze and interpret data
- Must be able to lift and move boxes weighing up to 30lbs

What's in it for you?

The 2026 rate of pay for this position is $26.28/hr.

Additional Compensation:

- Quarterly Incentive program
- Pension Plan (eligibility after 18 months service)

Benefits:

- Health, dental, vision (after 3 months)
- Personal Days
- Employee Assistance Program
- Opportunity for Professional Development
- Wellness programs
- Vacation Pay
- Exclusive memberships and discounts

How to Apply

If you are interested in applying, please submit a résumé by email to: recruitment@kohlandfrisch.com.

Please ensure you specify the job title **AQPIC DT** in the subject line of your email.

Vacancy Disclosure: This job posting is for an existing vacancy at Kohl & Frisch Limited.

As part of our recruitment process we may use AI for initial screening and assisting in evaluating candidate qualifications. All final hiring decisions will be made by our recruitment team.

At Kohl & Frisch, we believe everyone deserves an opportunity to succeed. We're committed to creating an inclusive and accessible recruitment experience where every candidate feels welcomed, respected, and supported.

If you require an accommodation at any stage of the recruitment and selection process, please let us know. We're happy to work with you to ensure you have what you need to fully participate, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.