



JOB DESCRIPTION

POSITION:	AQPIC (Alternate Qualified Person in Charge)
STATUS:	Full-Time
LOCATION:	Delta, BC
REPORTS TO:	Operations Manager
DEPARTMENT:	Narcotics

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.

Primary Role of this Position

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".

Major Responsibilities

- + 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 returns of controlled substances according to prescribed procedures
- + Assist the flow of Operations, including Receiving, Order Picking, Shipping, 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
- + 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

Qualifications

- + 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

Hours of Work

Sunday - Thursday, 2:30 PM – 11:00 PM

\$25.53/hour

How to Apply

If you are interested in applying, please submit a cover letter and a résumé to: hr@kohlandfrisch.com.

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

Kohl & Frisch would like to thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted. Kohl & Frisch Limited welcomes applications from individuals with disabilities and provides accommodations upon request for candidates taking part in the selection process.