



Parc Industriel de Gikondo

R.C: 2614

P.O. Box: 1162 Kigali

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E.MAIL. : info.chillington@gmail.com

Job at Pharmacy depot: Pharmacist for a wholesale pharmacy.

Position: Pharmacist for a wholesale pharmacy

Location: Nyarugenge, Kigali Rwanda

Contract duration: 1 year extendable

Probation period: 6 months

Chillington Rwanda Ltd. is the sole manufacturer of casted spares and agricultural tools in Rwanda. In response to the COVID-19 pandemic, Chillington Rwanda Ltd expanded its activities to include a wholesale pharmacy to import and wholesale pharmaceutical production in Rwanda.

Chillington Rwanda Ltd is hereby.

1. Coordinate the activities of the pharmacy
2. Ensure the importation of pharmaceutical products (from order to reception in stock)
3. Ensure timely and proper communication with suppliers and logistics
4. Ensure the registration of pharmaceutical products with the MOH
5. Ensure the sales of medicines, reagents, consumables and other products
6. Maintain up to date records for sales and inventory
7. Build on existing and new relationships with customers
8. Ensure the follow-up and the recovery of credit invoices
9. Ensure proper preparation and submission of tender documents
10. Make the monthly inventory of stock and provide ad hoc report
11. Execute others related duties as assigned

I. Professional Profile and Requirements:

1. Bachelor's degree in Pharmacy
2. Minimum 3 years of professional experience after graduation in a Wholesale Depot
3. Registration in National Pharmaceutical Council
4. Proven professional track record
5. Good writing skills and the ability to develop meaningful concepts, proposals and reports



II. Personal Profile and Competencies:

1. Self-motivated and able to organize teamwork
2. Good communication, financial and management skills
3. Strategic thinker and results-oriented
4. Ability to work under pressure to meet deadlines and targets
5. Persistence in task
6. Flexibility
7. Ability to handle conflict and criticism
8. Excellent command of English and French (both written and oral)
9. Good computer skills with ISHYIGA software experience preferable

Interested candidates should send the following documents to:
martin@chillingtonrwa.com

1. Application letter
2. Updated CV with photo
3. Copy of diplomas/certificates
4. Copy of the license to practice
5. Copy of National ID card
6. Certificate of service
7. Letters of Reference Recommendation

We are hiring a pharmacist to ensure all products, and process are in compliance with the Company and Government Management standards, regulations and requirements through proper monitoring procedures, effective training program and up-to-date documentation.

Responsibilities

1. Coordinate the wholesale pharmacy activities to comply with government regulations.
2. Assist in obtaining any relevant certifications from the relevant authorities.
3. Ensure the timely and proper communication with suppliers and clients.
4. Ensure that the sales and inventory records are constantly updated.
5. Ensure proper preparation and submission of all tender documents.
6. Any other production related duties that may be assigned by management as occasions arise.

Qualifications

1. Bachelor Degree Holder in Pharmacy.
2. Registered with National Pharmacy Council
3. Have a valid license to practice pharmacy in Rwanda.
4. One year supervisory experience in wholesale Pharmacy is an advantage.
5. Excellent command of spoken and written English, Kinyarwanda and French.

If interested please send your application enclosing your C.V; copies of diplomas / certificate; copy of license to practice; copy of national I.D and letters of reference to martin@chillingtonrwa.com

