

THE CHEMIST

A WORKBOOK FOR

How To Write A Pharmacy Job Description

Five guided steps to a job posting that actually attracts the pharmacist, technologist, or attendant you need.

BY THE CHEMIST

<https://thechemist.co.ke>

INTRODUCTION

A vague job description costs you good hires

Here's what's happening on the other side.

Post "Pharmacist wanted, must be hardworking" and you'll get one of two outcomes: silence, or a stack of applications from people who have no idea what the job actually involves. Either way, you're back to square one — interviewing candidates who quit in week three because the pace, the hours, or the expectations were never spelled out.

The pharmacists and technologists you actually want to hire are reading between the lines of every posting. A specific, honest job description signals a well-run pharmacy — one worth taking a chance on.

This workbook walks you through **5 steps** to build that description from scratch: the mission, the outcomes you'll measure, the must-haves versus the nice-to-haves, the day-to-day environment, and a clear call to action. Fill in each page as you go — by the end, you'll have a complete, postable job description.

STEP 1 OF 5

The Mission

Before you list duties, name the reason this role exists. One sentence, in plain language.

This role exists to _____

Example: "This role exists to keep our dispensing counter moving fast and error-free, even during our Monday morning rush."

STEP 2 OF 5

The Outcomes

List 3–5 measurable outcomes this person is responsible for. What will you check in 90 days?

#	OUTCOME	TARGET / HOW MEASURED
Ex.	<i>Prescription turnaround time</i>	<i>Under 10 minutes per order</i>
Ex.	<i>Stockout rate on fast-moving items</i>	<i>Below 5% monthly</i>
Ex.	<i>Customer satisfaction rating</i>	<i>4.5+ average</i>
1		
2		
3		
4		
5		

STEP 3 OF 5

Must-Haves vs. Nice-to-Haves

Separate the non-negotiables from the bonus qualities. Keep the must-have list short — every extra line filters out a candidate you might actually want.

MUST-HAVE	NICE-TO-HAVE

STEP 4 OF 5

The Environment

Describe the day-to-day honestly. Candidates who know what they're walking into stay longer.

What's the pace like on a typical day? **(Quiet and steady, or fast and unpredictable?)**

What are the working hours and shift pattern?

What's the busiest, most stressful moment of the week — and how does the team handle it?

STEP 5 OF 5

The Call to Action

Tell candidates exactly how and when to apply. Ambiguity here loses good applicants.

How should candidates apply? **(Email, WhatsApp, in person, The Chemist Job Board?)**

What should they include? **(CV, licence number, references?)**

Application deadline:

PUTTING IT TOGETHER

A Completed Example

Here's how the five steps read once assembled into a real posting.

Pharmacy Assistant — Nairobi

This role exists to keep our dispensing counter moving fast and error-free, even during our Monday morning rush.

You'll be measured on: prescription turnaround time (under 10 minutes), stockout rate on fast movers (below 5%), and customer satisfaction (4.5+ rating).

Must-have: valid pharm-tech licence, 1+ year dispensing experience. **Nice-to-have:** POS system familiarity.

The pace: steady with a sharp Monday-morning rush. Shifts run 8am–6pm, six days a week.

To apply: send your CV and licence number via WhatsApp to 07XX XXX XXX by 30 July 2026, or apply via <https://thechemist.co.ke/job-board/>.

Ready to post this role?

List it on The Chemist Job Board — <https://thechemist.co.ke/employer/>