

Role: Pharmacist - Operations

Bespoke is seeking someone with hands-on experience with clean utilities, upstream and downstream biotech equipment, analytical or microbiological testing, and / or aseptic fill-finish manufacturing is highly desired. Ideal candidates will need experience with and the ability to manage and pivot your attention to all duties of your position. Bespoke is dedicated to building a Quality Culture with team members who promote a patient-first attitude.

Summary / Objectives of this role:

The Pharmacist – Operations is responsible for overseeing pharmacy/production/operations, ensuring the safe, accurate, and efficient dispensing of medications. The Pharmacist/Operations shall be responsible for assuring accepted standards and laws pertaining to the practice of pharmacy and maintaining appropriate state licensure.

This role also includes providing expert pharmaceutical advice, managing staff, assisting with investigations, attending Material Review Board (MRB) meetings, training of employees, writes and/or collaborates with Standard Operating Procedure (SOP) development and revisions.

Work Environment:

The Pharmacist will work throughout the facility and collaborate with multiple departments. The role involves frequent interaction with licensed/non-licensed personnel, regulatory bodies, executive management, third-party vendors, etc. May assist in vendor audits with Quality Assurance

Responsibilities / Essential Functions:

- Plans, organizes, and directs pharmacy services and operations.
- Ensure compliance with all legal and professional regulations related to pharmacy practice.
- Provides strategic direction and oversight for the pharmacy department.
- Develops and implements policies and procedures to ensure proper dispensing and labeling of compounded drugs
- Manages the procurement, storage, and distribution of pharmaceuticals.
- Oversees the preparation, compounding, and dispensing of medications.
- Conducts regular audits and inspections to ensure compliance with regulatory standards.
- Develops and manages the pharmacy department budget.
- Collaborates with other departments to support operations of the facility
- Confers with IT to develop/implement computer programs for the pharmacy management system, patient and department charge systems, and inventory control
- Manages numerous exempt and non-exempt personnel

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Physical Demands:

- Primarily a sedentary role but may require occasional lifting of pharmaceutical supplies.
- Frequent use of computers and other office equipment.

- May involve standing for extended periods during pharmacy operations.

Travel Requirements:

- Occasional travel to company sites, conferences, and meetings with regulatory bodies or partners.

Required Education / Experience:

- Doctor of Pharmacy (Pharm.D.) degree.
- Experience in the pharmaceutical industry or a regulated environment is highly preferred.

Skills and Qualifications:

- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- In-depth knowledge of pharmacy operations, regulations, and best practices.
- Experience with regulatory compliance and quality assurance.
- Ability to develop and manage budgets.
- Strategic thinking and problem-solving abilities.
- Valid driver's license.

Additional Eligibility Requirements:

- Must pass a background check and drug screening.
- Ability to obtain and maintain any necessary security clearances.

Work Authorization / Security Clearance Requirements:

- Must be authorized to work in the United States.

- May require specific security clearances depending on the nature of the work and company policies.

Bespoke is an equal opportunity employer; we are proud to employ veterans and promote diversity and inclusion in our workplace. Diversity is a strength for our company. We pledge to operate in a way that is fair and equitable to all – our employees, our customers, and the broader society. Bespoke will also consider employment qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Chance Act (FCA) / Fair Chance Ordinance (FCO).

Signatures

This job description has been approved by:

Manager_____ Date _____

HR_____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____