



# Board of Pharmacy

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## New Receptionist/Administrative Professional Position Available

The Ohio Board of Pharmacy has posted a new position as a Receptionist/Administrative Professional. To review and apply for the position, click here:

[https://dasstateoh.taleo.net/careersection/oh\\_ext/jobdetail.ftl?job=250009CV&tz=GMT-05%3A00&tzname=America%2FNew\\_York](https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=250009CV&tz=GMT-05%3A00&tzname=America%2FNew_York)

Qualifications for the position are:

- 18 months' experience or 18 months' training in secretarial/administrative professional field; or
- Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college; or
- Equivalent of Minimum Class Qualifications For Employment noted in the job posting.

If you have any questions about the position, contact us at [contact@pharmacy.ohio.gov](mailto:contact@pharmacy.ohio.gov).

**Application Period Closes: December 21, 2025**

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*People call, text, and chat the 988 Lifeline to talk about a lot of emotional needs—not just thoughts of suicide. Whatever your reason, the #988Lifeline is there to help. There is hope.*

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Ohio Board of Pharmacy  
Mike DeWine, Governor | Steven W. Schierholt, Executive Director

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