

Pharmacy Assistant

Posted By: Medical Place Health Solutions

Location: Chatham

Salary: \$20 Per Hour

JOB ID : RJ4179422

Posting Date : 09-Dec-2025

Expiry date : 07-Jun-2026

Education : High school diploma or equivalent

Language : English

Vacancies : 01

Years of Experience : 1 year

Job Type : Full Time

Job Description

Company Overview

Medical Place Health Solutions is a modern retail and compounding pharmacy located in Chatham-Kent. We provide both standard retail prescriptions and specialty compounding services (sterile and non-sterile), serving a variety of patient needs and tailoring medications to individual requirements.

As a Pharmacy Assistant you will work in a patient-focused, regulated pharmacy environment committed to service excellence and compliance with the National Association of Pharmacy Regulatory Authorities (NAPRA) guidelines.

Key Responsibilities

As Pharmacy Assistant, you will perform duties under the supervision of Licensed Pharmacist(s). Your responsibilities will include, but are not limited to:

- Greet customers/clients, answer incoming phone calls and assist with basic enquiries (prescription status, over-the-counter recommendations, product availability).

- Receive, verify and input prescription orders into the pharmacy computer system (e.g., patient data, medication details, insurance information).
- Prepare and label prescriptions: count tablets/capsules, measure liquids, affix labels, verify packaging, and place completed prescriptions for pharmacist verification.
- Maintain inventory of medications and supplies: stock shelving, monitor expiry dates, receive deliveries, rotate stock, and report low inventory or discrepancies to pharmacist/manager.
- Assist with sterile/non-sterile compounding support tasks (non-pharmacist tasks only): cleaning work stations, restocking compounding supplies, preparing basic items as directed (e.g., measuring gloves, sponges, non-sterile materials) under pharmacist supervision.
- Provide over-the-counter product recommendations as permitted and escalate questions to the pharmacist when required (e.g., for contraindications or prescription-only advice).
- Manage customer prescriptions: process refills, transfer prescriptions, coordinate with third-party payers/insurers, and ensure compliance with pharmacy policies and federal/provincial legislation.
- Ensure the pharmacy environment meets regulatory, safety and cleanliness standards: ensure proper labelling, signage, cleaning of counters, restrooms, and compounding area (for assistant tasks), and assist with internal audits.
- Maintain confidentiality of patient information in compliance with privacy legislation (e.g., the Personal Health Information Protection Act (PHIPA) in Ontario) and company policy.
- Participate in continuing education and training as required (e.g., new software, compounding protocols, customer service improvements, health & safety).
- Support the pharmacist/manager with special projects as needed (e.g., assisting in promotional campaigns for compounding services, improving workflow, customer education initiatives).

Required Qualifications & Skills

- High school diploma or equivalent.
- Previous experience (1-2 years) working in a retail environment is preferred.
- Pharmacy Assistant certification (or willingness to obtain) is an asset.
- Excellent customer-service skills: ability to communicate clearly, politely and professionally with patients, clients and colleagues.
- Strong organizational skills, ability to multitask, prioritize, and work efficiently in a fast-paced pharmacy environment.
- Basic computer proficiency (e.g., pharmacy software, MS Office, data entry).
- Attention to detail and accuracy (critical for handling prescriptions, labelling, inventory).
- Ability to work collaboratively in a team under the supervision of a licensed pharmacist.
- Commitment to maintaining confidentiality, professional standards, ethics, and regulatory compliance.
- Flexibility to work occasional weekends and/or extended hours if required.

Working Conditions & Benefits

- Workplace is inside a retail pharmacy with compounding facility; indoor, well-lit, climate-controlled.
- Long standing, walking and bending may be required (stocking shelves, retrieving inventory).
- Use of protective equipment as required (gloves, gowns, hair/ beard covers in compounding area) and adherence to clean-room rules (for compounding area support tasks).
- Supportive, patient-centric culture with emphasis on high-quality service and personalized care.

How to Apply

Please submit your resume and a cover letter to:

Email: medicalplacehealthsolutions@gmail.com

In your cover letter please highlight your relevant pharmacy experience, customer-service strengths, and availability. Please note: only applicants selected for an interview will be contacted.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: medicalplacehealthsolutions@gmail.com

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