

Pharmacy Technical Assistant

Posted By: The Medicine Shoppe Pharmacy

Location: Winnipeg

Salary: \$24.75 Per Hour

JOB ID : RJ1600666

Posting Date : 10-Feb-2026

Expiry date : 09-Aug-2026

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Tasks

- Ensure the information on prescriptions is accurate
- Enter client information in databases
- Maintain inventories of medications and pharmaceutical products
- Maintain prescription records
- Prepare medications for clients
- Bill third party insurers
- Maintain inventories of medications and prescription records of pharmaceutical products
- Maintain supplies
- Perform general clerical duties
- Order supplies and equipment
- Organize and maintain inventory

Experience and specialization

Computer and technology knowledge

MS Excel
MS Office
MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment
Repetitive tasks
Work under pressure
Attention to detail
Physically demanding
Standing for extended periods

Personal suitability

Accurate
Organized
Flexibility
Reliability
Ability to multitask

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: ms278jobs@gmail.com

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