

# Pharmacy Technical Assistant

**Posted By:** The Medicine Shoppe Pharmacy

**Location:** Winnipeg

**Salary:** \$19 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](mailto:ms278jobs@gmail.com)**

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