

Pharmacy Assistant

Posted By: Health Hub Pharmacy

Location: Grande Prairie

Salary: \$23.25 Per Hour

JOB ID : RJ4918633

Posting Date : 06-Apr-2026

Expiry date : 03-Oct-2026

Education : Secondary (high) school graduation certificate or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Rural area

Pharmacy or drugstore

Responsibilities

Tasks

- Ensure the information on prescriptions is accurate
- Enter client information in databases
- Help pharmacists
- Maintain inventories of medications and pharmaceutical products
- Maintain prescription records
- Prepare medications for clients
- Bill third party insurers
- Compound oral solutions, ointments and creams
- Maintain inventories of medications and prescription records of pharmaceutical products
- Process claims such as health insurance or workers compensation
- Maintain supplies
- Organize and maintain inventory

Experience and specialization

Computer and technology knowledge

- Kroll Software
- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word

Additional information

Security and safety

- Criminal record check

Work conditions and physical capabilities

- Fast-paced environment
- Repetitive tasks
- Manual dexterity
- Work under pressure
- Attention to detail
- Hand-eye co-ordination

Physically demanding
Ability to distinguish between colours
Standing for extended periods
Bending, crouching, kneeling
Combination of sitting, standing, walking
Walking

Personal suitability

Accurate
Client focus
Dependability
Efficient interpersonal skills
Excellent oral communication
Interpersonal awareness
Judgement
Organized
Team player
Flexibility
Initiative
Reliability
Ability to multitask
Creativity
Dedication

Benefits

Other benefits

Free parking available

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: rx@healthhubpharmacy.info

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