



pharmacy technical assistant

Posted by The Medicine Shoppe Pharmacy

Posting Date : 10-Feb-2026

Closing Date : 09-Aug-2026

Location : Winnipeg

Salary : \$19 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3730241

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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