



# pharmacy assistant

Posted by **THE MEDICINE SHOPPE PHARMACY 413**

**Posting Date :** 27-Feb-2026

**Closing Date :** 26-Aug-2026

**Location :** Portage La Prairie

**Salary :** \$23 Per Month

## Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4082880

## Job Description:

### Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

## **Experience**

Experience an asset

## **On site**

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

## **Work setting**

Pharmacy or drugstore

## **Responsibilities**

### **Tasks**

Ensure the information on prescriptions is accurate

Enter client information in databases

Help pharmacists

Maintain prescription records

Prepare medications for clients

Prepare and maintain equipment and supplies

Bill third party insurers

Maintain inventories of medications and prescription records of pharmaceutical products

Maintain inventory of equipment

Order supplies and equipment

## **Experience and specialization**

### **Computer and technology knowledge**

Kroll Software

## **Additional information**

### **Work conditions and physical capabilities**

Fast-paced environment

Attention to detail

Standing for extended periods

### **Personal suitability**

Accurate

Client focus

Excellent oral communication

Organized  
Team player  
Reliability  
Ability to multitask

## Benefits

### Other benefits

Free parking available  
Learning/training paid by employer  
Paid time off (volunteering or personal days)

### By email

[kaivalchemist@gmail.com](mailto:kaivalchemist@gmail.com)

### In person

602 SASKATCHEWAN AVE W suite C  
PORTAGE LA PRAIRIE, MB  
R1N 0M6  
Between 10:00 AM and 06:00 PM

### What you must include in your application:

- Answers to the following screening questions:
  - Are you authorized to work in Canada?
  - Are you willing to relocate for this position?
  - Do you have experience working in this field?

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