



pharmacy technical assistant

Posted by: The Medicine Shoppe Pharmacy

Posting date: 10-Feb-2026 **Closing date:** 09-Aug-2026

Education: College/CEGEP

Language: English

Job location: Winnipeg

Salary: \$19 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ6283019

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

Posted on canadianjobportal.com