



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:** DISJ5972984

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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