



## 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](mailto:ms278jobs@gmail.com)**

**Posted on Disabled job Portal**