



# pharmacy technical assistant

Posted by The Medicine Shoppe Pharmacy

**Posting Date : 10-Feb-2026**

**Closing Date : 09-Aug-2026**

**Location : Winnipeg**

**Salary : \$24.75 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](mailto:ms278jobs@gmail.com)**

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