



Pharmacy Technical Assistant

Posted by: The Medicine Shoppe Pharmacy

Location: Winnipeg

Salary: \$24.75 Per Hour

Job ID: YJ5108466

Posting Date: 10-Feb-2026

Expiry Date: 09-Aug-2026

Education: College/CEGEP

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

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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