



# Pharmacy Technical Assistant

**Posted by:** The Medicine Shoppe Pharmacy

**Location:** Winnipeg

**Salary:** \$19 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](mailto:ms278jobs@gmail.com)

Posted on [canadianyouthjobs.com](http://canadianyouthjobs.com)