



Pharmacy Assistant

Posted by: Health Hub Pharmacy

Location: Grande Prairie

Salary: \$23.25 Per Hour

Job ID: YJ2925663

Posting Date: 06-Apr-2026

Expiry Date: 03-Oct-2026

Education: Secondary (high) school graduation certificate or equivalent experience

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

On site

Work must be completed at the physical location. There is no option to work remotely.

Work setting

Rural area

Pharmacy or drugstore

Responsibilities

Tasks

Ensure the information on prescriptions is accurate

Enter client information in databases

Help pharmacists

Maintain inventories of medications and pharmaceutical products

Maintain prescription records

Prepare medications for clients

Bill third party insurers

Compound oral solutions, ointments and creams

Maintain inventories of medications and prescription records of pharmaceutical products

Process claims such as health insurance or workers compensation

Maintain supplies

Organize and maintain inventory

Experience and specialization

Computer and technology knowledge

Kroll Software

MS Excel

MS Office

MS Outlook

MS PowerPoint

MS Windows

MS Word

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Fast-paced environment

Repetitive tasks

Manual dexterity

Work under pressure

Attention to detail

Hand-eye co-ordination

Physically demanding

Ability to distinguish between colours

Standing for extended periods

Bending, crouching, kneeling

Combination of sitting, standing, walking

Walking

Personal suitability

Accurate

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Interpersonal awareness

Judgement

Organized

Team player

Flexibility

Initiative

Reliability

Ability to multitask

Creativity

Dedication

Benefits

Other benefits

Free parking available

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: rx@healthhubpharmacy.info

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