



## Pharmacy Assistant

**Posted by:** Medical Place Health Solutions

**Posting date:** 09-Dec-2025      **Closing date:** 07-Jun-2026

**Education:** High school diploma or equivalent

**Language:** English

**Job location:** Chatham

**Salary:** \$20 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 01

**Job Type:** Full Time

**Job id:** CAJ2271142

### Job description:

#### Company Overview

Medical Place Health Solutions is a modern retail and compounding pharmacy located in Chatham-Kent. We provide both standard retail prescriptions and specialty compounding services (sterile and non-sterile), serving a variety of patient needs and tailoring medications to individual requirements.

As a Pharmacy Assistant you will work in a patient-focused, regulated pharmacy environment committed to service excellence and compliance with the National Association of Pharmacy

Regulatory Authorities (NAPRA) guidelines.

### **Key Responsibilities**

As Pharmacy Assistant, you will perform duties under the supervision of Licensed Pharmacist(s). Your responsibilities will include, but are not limited to:

- Greet customers/clients, answer incoming phone calls and assist with basic enquiries (prescription status, over-the-counter recommendations, product availability).
- Receive, verify and input prescription orders into the pharmacy computer system (e.g., patient data, medication details, insurance information).
- Prepare and label prescriptions: count tablets/capsules, measure liquids, affix labels, verify packaging, and place completed prescriptions for pharmacist verification.
- Maintain inventory of medications and supplies: stock shelving, monitor expiry dates, receive deliveries, rotate stock, and report low inventory or discrepancies to pharmacist/manager.
- Assist with sterile/non-sterile compounding support tasks (non-pharmacist tasks only): cleaning work stations, restocking compounding supplies, preparing basic items as directed (e.g., measuring gloves, sponges, non-sterile materials) under pharmacist supervision.
- Provide over-the-counter product recommendations as permitted and escalate questions to the pharmacist when required (e.g., for contraindications or prescription-only advice).
- Manage customer prescriptions: process refills, transfer prescriptions, coordinate with third-party payers/insurers, and ensure compliance with pharmacy policies and federal/provincial legislation.
- Ensure the pharmacy environment meets regulatory, safety and cleanliness standards: ensure proper labelling, signage, cleaning of counters, restrooms, and compounding area (for assistant tasks), and assist with internal audits.
- Maintain confidentiality of patient information in compliance with privacy legislation (e.g., the Personal Health Information Protection Act (PHIPA) in Ontario) and company policy.
- Participate in continuing education and training as required (e.g., new software, compounding protocols, customer service improvements, health & safety).
- Support the pharmacist/manager with special projects as needed (e.g., assisting in promotional campaigns for compounding services, improving workflow, customer education initiatives).

### **Required Qualifications & Skills**

- High school diploma or equivalent.
- Previous experience (1-2 years) working in a retail environment is preferred.
- Pharmacy Assistant certification (or willingness to obtain) is an asset.
- Excellent customer-service skills: ability to communicate clearly, politely and professionally with patients, clients and colleagues.

- Strong organizational skills, ability to multitask, prioritize, and work efficiently in a fast-paced pharmacy environment.
- Basic computer proficiency (e.g., pharmacy software, MS Office, data entry).
- Attention to detail and accuracy (critical for handling prescriptions, labelling, inventory).
- Ability to work collaboratively in a team under the supervision of a licensed pharmacist.
- Commitment to maintaining confidentiality, professional standards, ethics, and regulatory compliance.
- Flexibility to work occasional weekends and/or extended hours if required.

### **Working Conditions & Benefits**

- Workplace is inside a retail pharmacy with compounding facility; indoor, well-lit, climate-controlled.
- Long standing, walking and bending may be required (stocking shelves, retrieving inventory).
- Use of protective equipment as required (gloves, gowns, hair/ beard covers in compounding area) and adherence to clean-room rules (for compounding area support tasks).
- Supportive, patient-centric culture with emphasis on high-quality service and personalized care.

### **How to Apply**

Please submit your resume and a cover letter to:

**Email:** [medicalplacehealthsolutions@gmail.com](mailto:medicalplacehealthsolutions@gmail.com)

In your cover letter please highlight your relevant pharmacy experience, customer-service strengths, and availability. Please note: only applicants selected for an interview will be contacted.

**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: [medicalplacehealthsolutions@gmail.com](mailto:medicalplacehealthsolutions@gmail.com)**

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