



pharmacy assistant

Posted by: THE MEDICINE SHOPPE PHARMACY 413

Posting date: 27-Feb-2026 **Closing date:** 26-Aug-2026

Education: Secondary (high) school graduation certificate

Language: English

Job location: Portage La Prairie

Salary: \$23 Per Month

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ2858825

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

On site

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

Work setting

Pharmacy or drugstore

Responsibilities

Tasks

- Ensure the information on prescriptions is accurate
- Enter client information in databases
- Help pharmacists
- Maintain prescription records
- Prepare medications for clients
- Prepare and maintain equipment and supplies
- Bill third party insurers
- Maintain inventories of medications and prescription records of pharmaceutical products
- Maintain inventory of equipment
- Order supplies and equipment

Experience and specialization

Computer and technology knowledge

Kroll Software

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Attention to detail
- Standing for extended periods

Personal suitability

Accurate

Client focus
Excellent oral communication
Organized
Team player
Reliability
Ability to multitask

Benefits

Other benefits

Free parking available
Learning/training paid by employer
Paid time off (volunteering or personal days)

By email

kaivalchemist@gmail.com

In person

602 SASKATCHEWAN AVE W suite C
PORTAGE LA PRAIRIE, MB
R1N 0M6
Between 10:00 AM and 06:00 PM

What you must include in your application:

- Answers to the following screening questions:
 - Are you authorized to work in Canada?
 - Are you willing to relocate for this position?
 - Do you have experience working in this field?

Posted on [canadianjobportal.com](https://www.canadianjobportal.com)