



Pharmacy Clerk- NOC: 64100

Description

We are currently seeking a friendly and organized Pharmacy Clerk to join our team. The ideal candidate will be responsible for assisting the pharmacist with daily operations, providing excellent customer service, and maintaining an orderly environment within the pharmacy.

Duties

- Process payments through cash, cheque, credit card, or automatic debit
- Manage cash register operations
- Handling customer inquiries regarding prescriptions, over-the-counter medications, and general health products
- Utilize computerized systems for inventory tracking and reordering
- Assisting in the preparation and labeling of prescriptions under the supervision of a licensed pharmacist
- Promote and advertise products, sales, or services
- Perform data entry tasks
- Deliver excellent customer service
- Train new staff members
- Assist with arranging and displaying merchandise
- Handle sales transactions via online platforms

Closing Date

September 1, 2025

Categories

Rural Opportunities

Employer

St.Adolphe Clinic

Location

Rural

Address

457 Main St Saint Adolphe, R5A 1A2

Job Type

Permanent

Education Level

High School

Email

career.stadolpheclinic@gmail.com

- Provide price estimates, credit terms, warranties, and delivery dates
- Welcome customers and discuss their needs regarding merchandise or services for purchase, rental, or lease
- Keep records of sales for inventory management
- Prepare merchandise for sale, rental, or lease

Qualification

- High school diploma or equivalent
- Previous experience in a pharmacy or retail environment is preferred but not required
- Strong customer service skills with the ability to communicate effectively
- Basic math skills and attention to detail for accurate handling of transactions and prescriptions
- Ability to multitask and work in a fast-paced environment
- Proficiency with computers and familiarity with pharmacy software is a plus