



# Pharmacy Assistant

## Description

**METIS ECONOMIC DEVELOPMENT ORGANIZATION**

**PHARMACY ASSISTANT**

**December 16, 2024**

**Posting #24-15-022**

The Métis Economic Development Organization (MEDO) is a business investment and management firm, and proud affiliate of the Manitoba Métis Federation (MMF), that works to make key business investment decisions based on generating profit and building capacity for the long-term sustainability of the Red River Métis within Manitoba.

The Métis Economic Development Organization (MEDO) seeks to fill **one full-time one-year term Pharmacy Assistant** position located at 150 Henry Ave in **Winnipeg, MB**. Under the supervision and direction of the Pharmacy Manager, the Pharmacy Assistant assists the Pharmacist in the technical aspects of prescription filling and administrative duties. The Assistant is required to be a team player and to participate in all aspects of the pharmacy operations.

## Duties

***Job Duties/Competencies:***

## Closing Date

January 2, 2025

## Categories

Health

## Employer

Manitoba Metis  
Federation

## Location

Downtown

## Address

150 Henry Avenue  
Winnipeg, R3B 0J7

## Job Type

Temporary

## Education Level

High School

- Perform the technical components of dispensing including computer entry, filling medication orders and filling prescriptions;
- Ensure completeness of information on prescription (allergies, address, date of birth, insurance information);
- Retrieve, count, pour, weigh, measure and mix medications;
- Invoice prescription drug orders;
- Provide immediate service to customers at the prescription counter;
- Provide general information to customers and refer medical questions to the Pharmacist;
- Maintain proper drug storage and security;
- Enter patient information and prescriptions into computer systems;
- Place and receive orders for stock to maintain inventory;
- Accept payment for prescriptions;
- Prepare and reconcile third party insurance claims and records.

## **Qualification**

### ***Skills and Qualifications:***

- Working knowledge of Kroll software system is required;
- Demonstrated success working in a team-based environment;
- Customer focused and high degree of tact and diplomacy;
- Knowledge and/or understanding of Red River Métis culture is a definite asset.