pharmacy assistant

Millet Pharmacy

Job ID
11198

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LOCATION	DATE POSTED	EXPIRY DATE	
4818 50 Street, Millet, AB| Alberta	28-10-2026	26-04-2027	
TYPE OF JOB	**SALARY**	**MIN. EXPERIENCE**	**MIN. EDUCATION**
Full Time	CAD 29.50	1 year to less than 2 years	College/CEGEP

Job Details

pharmacy assistant

Millet Pharmacy

Job details

LocationMillet, AB

T0C 1Z0

Work locationOn site

Salary

29.50 hourly / 32 to 40 hours per week

Terms of employment

Permanent employment

Full time

Day, Evening, Weekend

Starts as soon as possible

vacancies1 vacancy

Overview

Languages

English

Education

College/CEGEP

Experience

1 year to less than 2 years

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

Compound, package and label pharmaceutical products

Help with scheduling and workflow

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

Perform general clerical duties

Prepare and maintain cleanliness of collection areas

Manage routine office functions including reception, telephone and booking appointments

Organize and maintain inventory

Schedule and confirm appointments

Experience and specialization

Computer and technology knowledge

Kroll Software

MS Excel

MS Office

MS Outlook

MS Windows

MS Word

Additional information

Work conditions and physical capabilities

Fast-paced environment

Repetitive tasks

Manual dexterity

Work under pressure

Attention to detail

Hand-eye co-ordination

Ability to distinguish between colours

Standing for extended periods

Combination of sitting, standing, walking

Personal suitability

Accurate

Client focus

Dependability

Efficient interpersonal skills
Excellent oral communication
Judgement
Organized
Team player
Flexibility
Initiative
Reliability
Ability to multitask
Employment groups
This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees
Support for youths
Supports for visible minorities
Who can apply for this job?
You can apply if you are:

a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.How to apply

By email
milletpharmacy@gmail.com

By mail
4818 50 Street
Millet, AB
T0C 1Z0

What you must include in your application:
Cover letter
Answers to the following screening questions:
Do you have experience working in this field?

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