



## Pharmacy Assistant

Posted by Health Hub Pharmacy

**Posting Date :** 06-Apr-2026

**Closing Date :** 03-Oct-2026

**Location :** Grande Prairie

**Salary :** \$23.25 Per Hour

### Job Requirements

- **Education:** Secondary (high) school graduation certificate or equivalent experience
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ7494222

### Job Description:

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

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

Maintain supplies

Organize and maintain inventory

### **Experience and specialization**

#### **Computer and technology knowledge**

Kroll Software

MS Excel

MS Office

MS Outlook

MS PowerPoint

MS Windows

MS Word

### **Additional information**

## **Security and safety**

Criminal record check

## **Work conditions and physical capabilities**

Fast-paced environment

Repetitive tasks

Manual dexterity

Work under pressure

Attention to detail

Hand-eye co-ordination

Physically demanding

Ability to distinguish between colours

Standing for extended periods

Bending, crouching, kneeling

Combination of sitting, standing, walking

Walking

## **Personal suitability**

Accurate

Client focus

Dependability

Efficient interpersonal skills

Excellent oral communication

Interpersonal awareness

Judgement

Organized

Team player

Flexibility

Initiative

Reliability

Ability to multitask

Creativity

Dedication

## **Benefits**

### **Other benefits**

Free parking available

**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: [rx@healthhubpharmacy.info](mailto:rx@healthhubpharmacy.info)**

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