



## Pharmacy Assistant - Full Time

ESGS Inc. has an immediate opening for a Pharmacy Assistant.

Under the supervision and direction of a Pharmacist, 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 and Responsibilities

- 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.
- Receive and distribute prescriptions under the authority of the Pharmacist.
- 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.

### Skills and Abilities

- 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 Metis culture is a definite asset

Preference will be given to Metis, Non-status, or Inuit clients

Please forward resumes to:

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