



## METIS ECONOMIC DEVELOPMENT ORGANIZATION

### PHARMACY ASSISTANT

April 2, 2024

Posting #24-15-001

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 part-time 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.

#### **Job Duties/Competencies:**

- 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.

#### **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 Metis culture is a definite asset.

**Please submit your resume and cover letter, referencing the job posting number by Tuesday, April 16, 2024.**

The MEDO requires a satisfactory criminal record check prior to commencement of employment. The MEDO will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

**Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.**

MMF Human Resources Department  
300-150 Henry Ave,  
Winnipeg, Manitoba R3B 0J7  
Email to: [jobs@mmf.mb.ca](mailto:jobs@mmf.mb.ca)  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).