



METIS ECONOMIC DEVELOPMENT ORGANIZATION

PHARMACY MANAGER

October 4, 2024

Posting #24-15-017

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 MEDO seeks to fill **one full-time Pharmacy Manager** position within our MEDOCare Pharmacy located in **Selkirk, MB**. The Pharmacy Manager will be responsible for overseeing the daily operations of our brand-new pharmacy in Selkirk, MB. A balance is expected between appropriate health care provision and appropriate business principles. Remuneration will be dependent on experience and qualifications. **MEDOCare Pharmacy in Selkirk is currently under development and the successful candidate will be expected to work in a Pharmacist position at MEDOCare Pharmacy in Winnipeg, MB for an approximate period of six (6) months.**

Job Duties/Competencies:

- Plan, administer, organize, and successfully implement all activities in relation to the day-to-day pharmacy operations to ensure that goals are met;
- Oversee the organization of inventories;
- Inspect inventory for recall and expiry dates and return according to wholesaler specifications;
- Program, direct, review, and rectify pharmacy procedures;
- Ensure the processes and procedures used by the pharmacy are designed to minimize errors, protect the public and adhere to the College of Pharmacy of Manitoba Standards of Practice;
- Provide strong, effective leadership for the pharmacy team;
- Ensure printing of daily sales reports, adjudication reports and prescription statistics;
- Produce financial reports on a weekly basis.

Skills and Qualifications:

- Current practicing license and in good standing with the College of Pharmacists of Manitoba;
- Retail pharmacy management experience;
- Demonstrated understanding of current and emerging best practices in use in the health care sector;
- Working knowledge of Kroll software system;
- Demonstrated effectiveness in managing and mentoring staff members to achieve performance outcomes;
- 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; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation.

Please submit your resume and cover letter, referencing the job posting number by Sunday, November 3, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF 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 Red River Métis 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
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.