

Pharmacy Assistant

O and B Pharmacy Corporation

Job ID
39257

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LOCATION	DATE POSTED	EXPIRY DATE	
9-15 Millrise Blvd SW, Calgary, AB Alberta	02-03-2026	29-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 22.65	Experience an asset	Secondary (high) school graduation certificate

Job Details

In need of 1 Pharmacy assistant

Must be fluent in English

Minimum: A High School Diploma or equivalent (Grade 12) is generally the baseline requirement.

Preferred: A Pharmacy Assistant Certificate or Diploma (usually 6-12 months) from a recognized college.

Please send resume to millrisepharmacy@gmail.com

Job Description

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

Set up and dismantle equipment

Clean and maintain equipment

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

Maintain supplies

Maintain inventory of equipment

Order supplies and equipment

Organize and maintain inventory