



Norway House Pharmacy Ltd.

Pharmacy assistant

Kistapinanihk Mall

Norway House Mb R0B 1B0

Norway House Pharmacy Ltd. is currently seeking Pharmacy Assistants to join their team in Norway House Manitoba. Reporting to the Pharmacy Manager and Retail Supervisor the Pharmacy Assistant plays a key role in the ongoing success of store operations, while maintaining high levels of customer service.

Our community Pharmacy is one of the busiest Independent Pharmacies operating in Manitoba and we are proud that it is owned and operated by and in Norway House Cree Nation. As we continue to grow, we are looking for strong team members that are hard working, have a passion for caring for our community members and can work well in a fast-paced environment.

Qualifications:

- Must have excellent customer service, interpersonal, communication and written skills.
- High School Graduate
- Strong Computer Skills
- Strong Interpersonal skills collaborating with fellow workers and suppliers
- Demonstrated ability to keep all Pharmacy and Patient information completely confidential and safe
- Strong organizational and time-management skills
- Ability to work in a fast-paced environment
- Some experience working in a community pharmacy would be preferred. Most importantly the candidate must be eager to learn to become self-sufficient while completing technical tasks in the pharmacy
- Knowledge of Kroll pharmacy software would be considered an asset
- Ability to speak Cree is a definite asset

Duties of the position include, but are not limited to:

- Customer service interactions, including answering phones
- Maintain a clean, organized, and professional work environment
- Maintaining strict confidentiality according to the Personal Health Information Act
- Invoice prescription drug orders
- Place and receive orders for stock to maintain inventory
- Cashier Duties
- Store cleaning and organizing
- Prescription intake
- Process prescriptions through pharmacy software
- Retrieve, count, pour, weigh, measure and mix medications
- Place and receive drug orders in supervision by the pharmacist and maintain inventory according to the pharmacy's requirements
- Receive and distribute prescriptions under the authority of the Pharmacist
- Provide general information to the customers and refer medical questions to the Pharmacist.
- Maintain proper drug storage and security.
- Compliance packaging
- Various other tasks as assigned by the pharmacy manager

Working Conditions

- Ability to work flexible shifts which may include nights and weekends

Indigenous applicants are encouraged to self-declare when submitting applications

**APPLY IN WRITING DIRECTLY TO HUMAN RESOURCES BY SUBMITTING RESUME
COMPLETE WITH 3 REFERENCES TO.....**

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Norway House Cree Nation Manitoba's Best Kept Northern Secret

Located on the northern tip of Lake Winnipeg and the eastern channel of Nelson River, the Norway House Cree Nation community is truly at the center of northern Manitoba's unsurpassed beauty! Acting as an entryway to the Northern and Eastern communities of Manitoba through year-round provincial highway access (and winter roads), via a provincial airport and the Sea Falls ferry, Norway House Cree Nation is a proud and thriving community of over 6,500 residents. Boasting access to world class fishing through a local outfitter, Molson Lake Fishing Lodge, camping, swimming and accommodations at the new Sea Falls Park, canoeing and kayaking trips on scenic waterways and first-class activities inclusive of historical attractions, hotels, restaurants and local shopping mall. Visit anytime or plan your trip around summer's annual Treaty and York Boat Days or the Pipoon Winter Festival. If you are looking to truly get back to nature without losing any of the amenities and the comfort of home – consider Norway House Cree Nation for your next northern adventure. We are proud of our Nation and look forward to hosting you in our community