Pharmacy Assistant

Holy Cross Manor, Calgary-AB
Permanent Full-Time; FTE: 1.00

Date opened: May 5, 2015
Date closed: May 13, 2015
Hours of work: 7.75 hour day shifts (10 shifts/2 weeks; 0800 to 1630)
Who can apply: Open to the public
Salary range: $18.97 - $21.78/Hr as per the CUPE Collective Agreement
Competition number: SF-50267-HC
Department: Covenant Health Pharmacy

Responsibilities:
The Pharmacy Assistant will perform various medication related duties including: inventory management, purchasing, receiving, packaging and distribution of medications, computerized data entry/record keeping, third party and resident billing.

Qualifications:
• Grade twelve (12) diploma is required
• Pharmacy Assistant Course or equivalent is preferred
• Previous experience in a community pharmacy and/or with automated packaging technology is preferred
• Working knowledge of Kroll pharmacy software is preferred
• Strong verbal and written communication skills
• Accurate typing and keyboarding skills and attention to detail
• Ability to work independently and meet scheduled deadlines

When applying:
Please submit résumé by 2400 hours on the closing date, quoting the competition number to:
Email: careers@covenanthealth.ca

Please note: Only those candidates selected for an interview will be contacted. All employees new to Covenant Health must provide a criminal records check. Covenant Health is committed to an inclusive work environment and encourages all qualified individuals to apply. Participation in the Local Authorities Pension Plan may be a requirement for the successful applicant.

Covenant Health is Canada’s largest Catholic health care organization with over 14,000 physicians, employees and volunteers serving in 12 communities across Alberta. A major provider in Alberta’s integrated health system, Covenant Health works with Alberta Health Services and community partners to positively influence the health of Albertans through a broad range of programs and services.