

Mint Health + Drugs is a growing healthcare organization with a simple but important purpose: to help people access the care, service, and support they need in the communities we serve.

We are pharmacist-led, people-focused, and committed to creating a workplace where accountability, teamwork, and service excellence matter. Our teams work hard, support one another, and take pride in delivering care that is professional, compassionate, and practical.

At Mint, every role contributes to the experience we create for our patients, customers, partners, and employees. We are looking for people who bring initiative, reliability, sound judgment, and a genuine desire to make a positive impact.

As we continue to grow, we are looking for a **Full time Pharmacy Assistant** to join our team in our **Port Alberni Pharmacy** and help us deliver the Mint experience — thoughtful service, strong collaboration, and care that puts people first.

Wage: \$17.50 - \$20.00 / hour

What You'll Be Doing

In this role, you will play an important part in supporting Mint's commitment to exceptional service, operational excellence, and a positive experience for patients, customers, and team members.

Your day-to-day responsibilities will include:

A Pharmacy Assistant supports pharmacists and technicians by managing daily pharmacy operations, processing prescriptions, maintaining inventory, and delivering customer service.

- **Prescription Processing:** Receive, input, and fill prescriptions, including counting, measuring, and packaging medication under supervision.
- **Customer Service:** Greet patients, manage phone inquiries, and process payments or insurance claims.
- **Inventory Management:** Monitor stock levels, order supplies, and remove expired products from shelves.
- **Administrative Support:** Maintain electronic health records (Kroll), organize prescription files, and assist with general pharmacy cleanliness.

What You'll Bring

We are looking for someone who brings the right mix of experience, professionalism, initiative, and care.

The ideal candidate will have:

- **Attention to Detail:** High accuracy in reading prescriptions and labeling products.
- **Communication:** Excellent verbal and written communication for patient interactions.
- **Technical Skills:** Basic computer skills, with knowledge of software like Kroll being an asset.
- **Education/Experience:** Minimum of one (1) year experience

Please apply directly to recruitment@mintdrugs.com. We appreciate the interest of all applicants; however, only candidates selected for an interview will be contacted.

Mint Health + Drugs is committed to providing a respectful, inclusive, and accessible recruitment process. Applicants who require accommodation during any stage of the recruitment process are encouraged to contact Human Resources so appropriate arrangements can be made.