



Administrative Assistant (NOC: 13110)

Description

Higgins Pharmacy is seeking a detail-oriented and organized Administrative Assistant to support daily office operations. In this role, you will handle scheduling, manage correspondence, assist with inventory tracking, and maintain accurate records. You will also provide support to pharmacy staff and help ensure smooth communication between team members and customers.

Responsibilities:

- Coordinate communication and information flow within the team to ensure smooth operations.
- Support pharmacy staff, providing motivation to ensure efficient workflow.
- Organize and oversee daily administrative tasks, including scheduling, correspondence, and office management.
- Assist with budget management and monitor expenditures to ensure alignment with financial goals.
- Schedule and confirm appointments, meetings, and events as needed.
- Respond to phone calls, emails, and inquiries in a timely and professional manner.
- Maintain and update both manual and computerized filing systems to ensure accurate record-keeping.

Closing Date

February 10, 2026

Categories

Business, Finance and Administration

Employer

Higgins Pharmacy

Location

Point Douglas

Address

678 Main Street Winnipeg,
R3B 1E4

Job Type

Full-time

Education Level

High School

Email

pharmacyhiggins5@gmail.com

- Perform data entry tasks and assist with maintaining up-to-date records and reports.
- Provide excellent customer service by addressing inquiries and resolving issues promptly.
- Assist with staff recruitment, training, and development to enhance team performance.
- Oversee payroll administration and assist with performance evaluations.

Qualification

- High school diploma or equivalent; post-secondary education in administration or related field is preferred but not required.
- Previous experience in an administrative or office support role, preferably in a pharmacy or healthcare setting is preferred.
- Strong organizational and multitasking abilities to manage multiple priorities efficiently.
- Excellent communication skills, both written and verbal, with the ability to interact professionally with staff and customers.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and other office management software.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- High attention to detail and accuracy in managing records, data entry, and filing systems.
- Strong problem-solving skills and ability to address customer inquiries effectively.
- Ability to work both independently and collaboratively within a team environment.
- Flexibility to work evenings, weekends, or additional hours as required.

Benefits:

Competitive hourly wage with opportunities for advancement.

Pay: 17.00 CAD per hour

Vacancies: 01

Address: 678 Main Street, Winnipeg,
Manitoba R3B 1E4