

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

Administrative Clerk, Ontario Agricultural Food Venture Centre (OAFVC)

Permanent position (22-35 hours per week)

Hourly wage: To be determined.

Reporting to the Agri-Food Manager, the Administrative Clerk, OAFVC is responsible for administrative support to the department, including coordinating departmental files, and providing exceptional customer service. This role performs a variety of administrative and clerical functions in support of efficient operations, including but not limited to, providing answers to general inquiries, directing calls or emails to the appropriate staff members as required, as well as coordinating onsite shipping and receiving. This position coordinates, receives, processes, and records all payments collected. This position performs a variety of clerical/administrative tasks using the computer accounting software system and records management systems. The Administrative Clerk, on occasion, may support for Food Production Workers working in production.

Qualifications & skills:

- 3 or more years of work experience in an audited food processing facility in an administrative role would be an asset
- Experience working within a HACCP, GMP, SQF, GFSI, BRC, SFCA, GAP, or GMP food safety environment is an asset.
- Able to write and format correspondence, including memos, letters, SOPs, etc.
- Strong ability to multi-task, perform with a high level of accuracy, and meet established deadlines;
- Supportive work attitude and reliable memory for processes
- Ability to maintain a high level of confidentiality in all interactions;
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times;
- Ability to work well individually and as part of a team;
- Superior telephone manners and excellent verbal, written, and interpersonal communication skills;
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint)
- Ability to foster effective working relationships with senior leadership team, peers, clients, and external contacts;
- A general understanding of economic development functions and projects would be a benefit
- Post-secondary education in business administration, office administration, communication or a related field, or equivalent experience;
- Ability to drive a forklift or willingness to learn is required;
- Certified Safe Food Handling Course required before starting;
- Dependability and access to a reliable vehicle is required.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check, prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Sunday, December 29, 2024**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.