

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:

Warehouse Assistant

Temporary, part-time position (approx. 25 hours per week)

Hourly Wage: \$24.12-\$30.20 per hour

Work Location: 600 William Street, Cobourg, Ontario

Reporting to the Supervisor, Food4All, the Warehouse Assistant is responsible to help lead the day-to-day operations on the Warehouse floor, including customer service, shipping/receiving, inventory movement, and order picking.

Duties & Responsibilities:

- Greet people when they arrive for their scheduled appointments and communicate with warehouse member groups via phone and email as necessary.
- Ensure agency orders are fully picked and accurately recorded into inventory management system.
- Work with volunteers to designate daily tasks and work assignments.
- Help schedule members pick-up appointments from voice messages, e-mail correspondence or telephone conversations.
- Control stock replenishment in designated areas and advising management of any 'out of stock' products.
- Ensure that all incoming donations and outgoing orders are properly inspected, received, dated then staged in their designated locations.
- Assist in maintaining daily order & cleanliness, efficiency, and safe warehouse operation in accordance with County policies and procedures.
- Record all inventory activity (incoming/outgoing) donations received, waste etc., accurately, advising their manager of any concerns immediately.
- Assist with daily, monthly, and annual inventory of the Warehouse, coolers & freezer.

Qualifications & skills:

- A Grade 12 diploma or equivalent is required.
- Working knowledge of Microsoft programs including Outlook, Word, and Excel
- Experience in a warehouse/distribution environment would be an asset.
- Experience or exposure to warehouse and inventory management systems would be an asset.
- Forklift operation/certification and valid Class D driver's license would be an asset.
- Clean drivers abstract

How to Apply:

The successful candidate will also 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, driver's record (3-year uncertified driver's record obtained from Service Ontario) 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 Thursday, June 5, 2025**, 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.