

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

We are 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 new vacancy:

## Human Resources Coordinator

Permanent, Full-Time Position

Hourly Wage: \$37.80 - \$47.24 per hour – based on a 35-hour work week.

Location: 983 Burnham Street, Cobourg, Ontario.

Reporting to the Human Resources/Payroll Manager, the role of the Human Resources Coordinator is to coordinate various functions of the employee life cycle; primarily through recruitment, orientation, and onboarding. The position also is responsible for assisting in employee and labour relations, employee recognition, and assisting employees as they transition to retirement. The position is also responsible to maintain accurate, up-to-date, and complete personnel records as well as monitoring human resources related documentation to ensure accuracy, consistency, and relevance to business processes.

### Qualifications & skills:

- A University degree or College diploma in Human Resources Management;
- Certified Human Resources Practitioner (CHRP) designation;
- Certificates in HRIS or other related systems and LEAN are considered assets;
- Knowledge of employment legislation such as the Human Rights Code, Labour Relations Act, Workplace Safety and Insurance Act, Employment Standards Act, Health and Safety Act, and Accessibility for Ontarians with Disabilities Act;
- A minimum of 3 years' experience in Human Resources, preferably in a municipal environment.
- Previous experience working with a health care environment is considered an asset.
- A strong team player who is enthusiastic, resourceful and a results-driven professional with a strong attention to detail;
- Demonstrated proficiency with Microsoft Office Suite;
- Exceptional multi-tasking abilities and prioritization skills;
- Ability to ensure confidentiality and understand the information that cannot be passed along to others;
- Must possess excellent interpersonal skills.

### 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 will 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:**

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 (.doc or .docx) or Adobe (.pdf)). Please indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Thursday, April 30, 2026**, to:

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

Our hiring process does not include AI screening. Recruiters review all results.

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](mailto: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.