

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

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

Warehouse Assistant

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

Reporting to the Food Security Services Manager, 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:

- Answer the door and telephone and greet people when they arrive for their scheduled appointments.
- Ensure agency orders are fully picked and accurately recorded.
- 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, wrapped, and 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.
- Two (2) years' experience in a warehouse/distribution environment.
- Experience or exposure to warehouse and inventory management systems would be an asset.
- Forklift certification.
- Working knowledge of Microsoft programs including Outlook, Word, and Excel
- A valid Class D driver's license with a clean drivers abstract.

An acceptable driver's abstract must be submitted with your application. **Applications submitted without an acceptable driver's abstract will not be reviewed.**

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 (.doc or .docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Thursday, June 30, 2022**, 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.