



Assistant Human Resources Manager

The Beyak Automotive Group strives to improve the quality of lives of our employees by ensuring that every employee feels valued in the workplace. With over 130 employees across our dealerships, we are always looking for positive and hardworking individuals to join our team and this could be your opportunity!

The Assistant HR Manager will help to ensure the efficiency of the HR department in order to effectively look after 130+ employees. The Assistant HR Manager will provide support to the HR Manager, demonstrate professionalism, and maintain confidentiality. Suitable candidates will exhibit the following:

- Detail oriented mindset in order to effectively develop and carry out recruitment efforts, track meeting minutes, and prepare communications to staff
- Positive attitude and excellent interpersonal skills to build meaningful relationships with staff members and onboard new employees
- Strong organizational skills to manage committees and benefit plans across the organization
- Ability to communicate effectively, both verbal and written
- Ability to take initiative, self-motivate and work independently
- Desire to work in a fast paced environment with excellent time management skills

Remuneration will be based on qualifications. The successful candidate will also be enrolled in a generous, employer paid benefit plan and retirement savings plan.

Applications will be accepted until Friday, March 31st, 2023, and interviewing will commence as applications are received. Final selection may occur prior to application deadline.

Please email a cover letter and resume to lauren@beyakautogroup.com or drop off in person to:

Dustin Lupien, General Sales Manager
Dryden GM
489 Government Street
Dryden, ON P8N 2P6

Chris Hayes, Director
Fort Frances GM
1324 Kings Highway
Fort Frances, ON P9A 2X6

John Madsen, General Manager
Sioux Lookout GM
50 King Street
Sioux Lookout, ON P8T 1A8

*We thank all applicants for their interest in this position.
Only those selected for an interview will be contacted.*