



## **Assistant Human Resources Manager**

The Beyak Automotive Group is comprised of Dryden GM, Sunset Country Ford, Fort Frances GM, Sioux Lookout GM, Border GM, and the Fort Frances Collision Centre. With over 160 dedicated employees between locations, this is your opportunity to join our team!

The Assistant HR Manager will help to ensure the efficiency of the HR department in order to effectively look after 160+ 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, February 9<sup>th</sup>, 2024, and interviewing will commence as applications are received. Final selection may occur prior to application deadline.

**Please email a cover letter and resume to [riza@beyakautogroup.com](mailto:riza@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 of Southern Operations**

Fort Frances GM  
1324 Kings Highway  
Fort Frances, ON P9A 2X6

**Brady McKay, General Manager**

Sioux Lookout GM  
50 King Street  
Sioux Lookout, ON P8T 1A8

**Karley Mastin, General Manager**

Border GM  
2300 HWY 53 S  
International Falls, MN 56649

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