



Warranty Administrator – Dryden GM

Dryden, Ontario

Dryden GM is a dealership that operates under the Beyak Automotive Group, along with 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!

Dryden GM is currently looking for a dedicated and detail-oriented individual to work in our warranty department. As the Warranty Administrator, you will be responsible for processing all warranty claims in a timely manner, reviewing and tracking all returned/rejected/adjusted warranty claims, keeping organized records, and processing after-market manufacturers warranty. The successful candidate should exhibit the following:

- Detail oriented mindset in order to process warranty claims accurately
- Ability to learn the internal workings of an automotive dealership and related software systems including processes and procedures
- Ability to prioritize tasks and manage time effectively in a fast-paced environment
- Excellent communication and organizational skills

Remuneration will be based on work experience and 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, May 24th, 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 amanda@beyakautogroup.com or drop off in person to:

Dave Merrifield, Fixed Operations Manager
Dryden GM
489 Government Street
Dryden, ON P8N 2P6

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