



BEYAK AUTOMOTIVE GROUP

Assistant Human Resources Manager

Located in Dryden, Ontario

The Beyak Automotive Group operates 5 dealerships and an independent body shop throughout Northwestern Ontario and Northern Minnesota. Our team is committed to providing exceptional customer service, creating a positive work environment, and employee advancement. With over 160 employees across our dealerships, we are always looking for outstanding and hardworking individuals 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. This position will be based in Dryden, Ontario, with periodic travel to all dealerships in the group. The Assistant HR Manager will provide support to the HR Manager, demonstrate professionalism, and maintain confidentiality. Suitable candidates will exhibit the following:

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

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, September 27th, 2024. 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:

Dustin Lupien, General Sales 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.*