



## **Receptionist – Sunset Country Ford**

**Fort Frances, Ontario**

Sunset Country Ford is a dealership that operates under the Beyak Automotive Group, along with Fort Frances GM, Dryden GM, Sioux Lookout GM and the Fort Frances Collision Centre. With over 130 dedicated employees between locations, this is your opportunity to join and grow with our team!

Sunset Country Ford is currently looking for an enthusiastic individual with excellent customer service skills to be the first point of contact for customers. As the Receptionist, you will demonstrate professionalism, greet customers with a positive attitude, and assist with administrative and Service Department duties. Suitable candidates will exhibit the following:

- Motivation to assist and direct customers with a variety of inquiries
- Ability to answer and respond to phone calls and e-mails in a timely manner
- Desire to assist others in a team environment and motivation to work independently
- Ability to prepare essential documentation, including memos, reports and other forms of communication
- Ability to use Microsoft Office Suite (including Excel), printers, fax machines and possess strong keyboarding skills
- Strong organizational skills

Remuneration will be based on qualifications. Applications will be accepted until Friday, July 8<sup>th</sup>, 2022, 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](mailto:lauren@beyakautogroup.com) or drop off in person to:

Roger Dorge, General Manager  
Sunset Country Ford  
1001 King's Highway  
Fort Frances, ON P9A 2X7

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