



Receptionist – Sunset Country Ford

Fort Frances, Ontario

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!

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 greet customers with a positive attitude and demonstrate professionalism. Suitable candidates will exhibit the following:

- Ability to answer incoming phone calls and e-mails and promptly direct inquiries to appropriate staff
- Desire to assist others in a team environment and motivation to work independently
- Ability to prepare essential documentation, including memos, reports and complete accurate filing
- Ability to use Microsoft Office Suite, printers, fax machines and possess strong keyboarding skills
- Excellent organizational and communication 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:

John Sivonen, 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.*