



Office Manager – 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, Border GM, and the Fort Frances Collision Centre. With over 160 dedicated employees between locations, this is your opportunity to join our team!

Sunset Country Ford is currently looking for a hardworking and dependable individual to fill a central position in the office. As the Office Manager, you will be responsible for the processing and oversight of accounting functions, including, payroll, payables, receivables, daily transaction processing, preparing month end reports, and maintaining accurate and compliant bookkeeping. The successful candidate will exhibit the following:

- A positive attitude and strong work ethic
- Detail oriented mindset in order to carry out office duties, reconcile accounts and correct discrepancies
- Ability to remain up to date on relevant legislation and apply those requirements to day to day functions including payroll processing and government remittance
- Strong organizational skills to maintain accurate filing systems, monthly processes and meet required deadlines
- Ability to learn the internal workings of an automotive dealership and related software systems

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, April 26th, 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:

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.*