



Receptionist – Fort Frances GM

Fort Frances, 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!

Fort Frances GM is currently looking for a highly motivated and customer-oriented professional to join the team as a Receptionist. As the first point of contact for our customers, you will play a crucial role in providing exceptional customer service and creating a welcoming environment. Suitable candidates will exhibit the following:

- Ability to maintain a positive attitude when assisting customers with a variety of inquiries
- Ability to answer incoming calls and direct them to appropriate departments or individuals
- Desire to work in a team environment and motivation to work independently
- Strong organizational, communication, and multi-tasking abilities
- Ability to support and assist all dealership departments with various administrative tasks

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, January 24th, 2025, and interviewing will commence as applications are received. Final selection may occur prior to application deadline.

Please email a cover letter and resume to josh@beyakautogroup.com or drop off in person to:

Dani Burk, General Manager
Fort Frances GM
1324 Kings Highway
Fort Frances, P9A 2X6

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