



Receptionist – Sioux Lookout GM

Sioux Lookout, 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 competent and hardworking individuals to join our team!

Sioux Lookout GM is currently looking for a highly motivated and customer-oriented professional to be the first point of contact for our customers! As the Receptionist, you will greet customers with a smile and play a crucial role in providing a positive first impression at Sioux Lookout GM. The suitable candidate will exhibit the following:

- Excellent interpersonal and communication skills
- Ability to answer and forward incoming phone calls in a courteous manner
- Ability to manage customer flow in the dealership by directing inquiries promptly and appropriately
- Ability to maintain a clean and organized reception and customer waiting area
- Ability to support and assist all dealership departments with various administrative tasks

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, July 12th, 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:

Brady McKay, General Manager
Sioux Lookout GM
50 King Street
Sioux Lookout, ON P8T 1A8

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