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## Ontario Motor Sales is currently seeking an **Reception - Administration Assistant**

If creating a welcoming environment and ensuring that customers inquiries are handled as efficiently as possible are important to you, then we have a position for you in our organization! Ontario Motor Sales is currently seeking a receptionist that makes it their mission to get customer inquiries directed to the right people as quickly as possible. Our receptionist is the first point of contact for many of our Sales and Service customers and has the first chance to make a great impression. We are looking for a candidate that is energetic, organized, patient and understands what's required to create great customer experiences. If you meet these criteria, we'd like to hear from you!

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### **WE OFFER**

- A well-established, stable business environment in a company that has been serving the Durham Region for over 96 years.
- A competitive compensation package with the opportunity to participate in the company benefits program/
- Regular work hours: Monday through Friday, 8:00am to 4:00pm (or as required)

### **WE REQUIRE**

- 2 years receptionist experience or job equivalent
- Vehicle licensing experience is an asset
- Previous dealership experience would be an asset
- Solid organizational and time management skills
- Strong initiative, enthusiasm, high energy

### **APPLY NOW**

Human Resources, Hiring Manager  
Forward your résumé to  
[hr@ontariomotorsales.com](mailto:hr@ontariomotorsales.com)

Ontario Motor Sales Ltd.  
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