



**Aurora Ford Yellowknife**

is seeking a

**Full-time  
RECEPTIONIST**

This individual will possess excellent communication skills and have a proven ability to multi-task in a fast-paced environment. The candidate will have a positive and enthusiastic personality. Duties will include greeting customers, answering all incoming phone calls, recording and balancing payments received, filing and providing administrative support.

This position is full-time Monday to Friday 7:30 am to 4:30 pm.

**Qualified individuals are invited to submit a resumé to:**

Klaus Scheuhing  
Controller

Fax: 867-920-9202

[KScheuhing@auroraford.ca](mailto:KScheuhing@auroraford.ca)

*No phone calls please.*

We sincerely thank all who apply, but advise that only the candidates selected for an interview will be contacted.