



Administration & Senior Office/Sales Assistant – Full-Time Carts'n'Parts Australia – Molendinar, QLD, 4214

A fantastic opportunity for an Administration & Senior Office/Sales Assistant has opened at Carts'n'Parts Australia Head Office in Molendinar, QLD. If you are a passionate and sales-driven individual with admin experience, this is your chance to join a dedicated team and make an impact within the golfing industry.

Job Type: Full-Time (Monday – Thursday 8.00am – 4.30pm & Friday 8am – 2.30pm)

Key Duties / Responsibilities:

- Assist in managing day-to-day administrative tasks such as answering phones, responding to emails, and handling customer inquiries.
- Organise quotes, shipping and delivery of Golf Carts to customers.
- Provide support to the sales team by preparing quotes, processing orders, making service bookings and following up with clients to ensure satisfaction.
- Maintain accurate records of sales, customer interactions, and inventory levels.
- Collaborate with the Marketing team to provide feedback on sales, enquiries and leads to help develop and implement strategies for increasing sales and improving customer retention.
- Pick and pack online orders of spare parts and accessories. Organise courier pick-ups.
- Perform general office duties such as filing, photocopying, and data entry.
- Act as a liaison between customers and internal departments to ensure timely resolution of issues.
- XERO experience preferred
- Payroll would be an advantage

Role Requirements:

- Previous experience in administration and/or sales support roles
- Excellent communication and interpersonal skills, with the ability to interact professionally with customers and colleagues
- Strong organisational skills and attention to detail
- Proficiency in Microsoft Office Suite and Gmail
- Experience with CRM software (highly beneficial)
- Ability to multitask and prioritise tasks in a fast-paced environment
- A proactive and self-motivated attitude with a willingness to learn and adapt
- The ability to work autonomously and within a team environment
- Knowledge in the automotive and/or golfing industry very beneficial but not required

What We Will Offer:

- \$28-\$30 per hour (based on experience)
- Opportunities for internal growth for the right candidate
- Immediate start

About Carts'n'Parts Australia:

Established in 2008, Carts'n'Parts Australia is a family-run business dedicated to providing honest and expert service for all things Golf Carts nationwide! From sales to service, trade-ins, and repairs, we are passionate about our work. Learn more about us at Carts'n'Parts Australia.

How to Apply:

If you believe you are the right candidate for this role, APPLY NOW!

Email Clare at: info@cartsnparts.com.au or call 1300 93 88 11