



## **Sales & Customer Service Representative – Full-Time Carts'n'Parts Australia – Molendinar, QLD, 4214**

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

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

### **Key Duties / Responsibilities:**

- Manage day-to-day customer interactions, including answering calls, responding to emails, and handling inquiries.
- Organise quotes, shipping, and the delivery of golf carts to customers nationwide.
- Prepare sales quotes, process orders, make service bookings, and follow 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 trends, enquiries, and leads, helping to shape strategies for growth and customer retention.
- Act as a liaison between customers and internal departments, ensuring timely resolution of issues.
- Provide leadership and support to the admin team, fostering a positive and productive work environment.
- Track and report on sales performance, customer feedback, and market trends to senior management.

### **Role Requirements:**

- Previous experience in sales & support roles – not afraid to seek and chase leads
- Excellent communication and interpersonal skills, with the ability to interact professionally with customers and colleagues
- Strong organisational skills and attention to detail
- Skills in problem-solving and conflict resolution
- 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
- Knowledge of the automotive, caravan, or golf cart industry is highly advantageous
- Current Driver's Licence

**What We Will Offer:**

- \$60,000 - \$70,000 per year (based on experience) + super + performance-based bonuses
- 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 [cartsnparts.com.au](http://cartsnparts.com.au).

**How to Apply:**

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

Email Clare at: [headoffice@cartsnparts.com.au](mailto:headoffice@cartsnparts.com.au) or call 1300 93 88 11