



## **Ecommerce Fulfilment Assistant – Full-Time Carts'n'Parts Australia – Molendinar, QLD, 4214**

An exciting opportunity has become available for a Ecommerce Fulfilment Assistant to join the Carts'n'Parts Australia team at our Head Office in Molendinar, QLD. This role is ideal for someone with hands-on fulfilment and dispatch experience who enjoys working in a fast-paced warehouse environment while also assisting with customer sales enquiries.

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

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

- Work closely with our Spare Parts team to pick, pack and dispatch online orders accurately and efficiently
- Prepare consignments and assist with courier bookings and freight coordination
- Respond professionally and promptly to ecommerce enquiry emails
- Maintain accurate records for orders, dispatches, and stock movements
- Assist with goods receipting, stock organisation, and general warehouse housekeeping
- Ensure orders are packed securely and presented to company standards
- Liaise with internal team members to resolve order or delivery queries

### **Role Requirements:**

- Previous experience in order fulfilment, warehousing, or dispatch
- Confident and professional when responding to ecommerce and customer enquiry emails
- Good written communication skills and attention to detail
- Ability to safely perform tasks that involve manual handling, including bending, heavy lifting, and moving stock in accordance with workplace safety guidelines
- Strong organisational skills and ability to work efficiently under time pressure
- Ability to work both independently and as part of a team
- A positive, reliable, and proactive attitude
- Knowledge of the automotive and/or golfing industry is highly beneficial but not required

### **What We Will Offer:**

- \$26-\$28 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 [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: [info@cartsnparts.com.au](mailto:info@cartsnparts.com.au) or call 1300 93 88 11