



## **Marketing & Ecommerce Coordinator – Full-Time Carts'n'Parts Australia – Molendinar, QLD, 4214**

An exceptional opportunity has emerged for a talented and dynamic Marketing & Ecommerce Coordinator to join the Carts'n'Parts Australia Head Office in Molendinar, QLD. This position is offered as a full-time maternity leave cover, commencing immediately, with an additional position being added to the Marketing team after the return of the team member from Maternity Leave. Working closely with the Director of Marketing and the Online Fulfilment Team, you will play a key role in supporting and growing the brand nationally. If you are a passionate, creative and detail-driven individual with a flair for marketing, this is your chance to make a real impact within a growing Australian business in the golfing industry.

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

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

- **Content Creation:** Support the creation of marketing materials including but not limited to: Golf Cart Photography, Email Campaigns, Magazine Advertising, Specification Sheets, Social Media Assets and general Promotional Material.
- **Social Media Management:** Assist in creating and curating engaging content. Monitor and respond to comments, messages, and enquiries on social media. Collaborate with the Director of Marketing to develop and implement social media campaigns.
- **Ecommerce (WordPress) Monitoring & Management:** Work with the Online Fulfilment & Spare Parts Team to list products on the cartsnparts.com.au website. Assist with any general online enquiries. Edit/update existing product listings on an ad hoc basis.

### **Role Requirements:**

- Previous work experience as a Marketing Assistant, Ecommerce Coordinator, Graphic Designer or similar relevant qualification
- Graphic Design experience is mandatory. This includes proficiency in Adobe Creative Suite, e.g. Photoshop, Lightroom, Illustrator & InDesign. (Experience in Canva is not considered.)
- Basic knowledge of WordPress Ecommerce Platform, WooCommerce
- Basic knowledge of Mailchimp (advantageous but not necessary)
- Basic understanding of Social Media Platforms (including Meta Business Suite)
- Must have access to a modern smartphone with a high-quality camera suitable for producing photo and video content for marketing, ecommerce and social media use
- Have strong organisational and multitasking abilities with a detail-oriented mindset and able to meet deadlines
- Valid drivers licence
- Knowledge in the automotive and/or golfing industry (very beneficial but not required)

**What We Will Offer:**

- \$60,000 - \$70,000 annually + super (based on experience)
- Opportunities for internal growth for the right candidate
- Immediate start
- Short workday on Friday's (8am-2.30pm)

**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 Chloe at: [marketing@cartsnparts.com.au](mailto:marketing@cartsnparts.com.au) or call 1300 93 88 11