



Job Leads

May 1, 2026

If you are unsure of where to start in your new career search or need résumé assistance, let us guide you through the process!

Visit us at:

**Career Development Center, Tony Rand Student Center
2220 Hull Rd Room 124 or give us a call: 910.678.8419**

Embassy Suites-Work Study Opportunities- Fayetteville (Part-time/Full-time)

Gain hands-on experience in a fast-paced, guest-focused environment. Work alongside leaders who coach, mentor, and prepare you for real hospitality careers.

Program Info:

- Evening hours to compliment class schedules
- Opportunities in all hotel departments
- Part-time and Full-time openings with permanent placement opportunity
- Benefits available for post graduates or full-time
- Hilton Hotel discounts through Team Member Program

To Apply:

<https://jobs.atriumhospitality.com/>

Shuttle Buddy – Shuttle Driver – Fayetteville (Part-time/Full-time)

- \$11.00 - \$20.00 an hour
- Paid Training/Flexible Training

Position Overview:

We are seeking **Full-Time and Part-Time Shuttle Drivers** who are professional, punctual, and safety-focused. This role includes a mix of:

- Airport shuttle runs (Fayetteville ↔ RDU)
- Campus transportation routes
- Local and over-the-road trips
- Day, evening, overnight, and early morning shifts

To Apply:

<https://www.indeed.com/>

Cumberland County Government Job Opportunities

<https://www.governmentjobs.com/careers/cumberlandcountync>

McDonald's (Pamalee Drive)-Maintenance-Fayetteville (Full-time)

- From \$15.00 an hour

Requirements:

The Maintenance Person assists management in achieving and maintaining outstanding interior and exterior restaurant cleanliness and maintaining restaurant equipment. As a member of the Maintenance Team, your restaurant will support you with the tools and training needed to succeed.

The Maintenance Person's responsibilities may include, but are not limited to:

- Filtering oil fryers daily
- Maintaining outside grounds
- Clean equipment, inside and outside windows, stock rooms and restrooms
- Unload delivery truck 2 times a week
- Take out and empty trash compactor
- Change light bulbs
- Clean HVAC/Exhaust units and roof of debris

To Apply:

https://www.mchire.com/co/McDonalds2590/Job?job_id=PDX_MC_A65273C4-6B97-4D72-8D75-BCB3773B0056_70609

Triangle Rock Club-Summer Camp Counselor-Fayetteville (Part-time)

- May – August

We are proud to work with some of the highest quality Camp Counselors in the area and are looking to add to our team! We're hiring applicants who have a demonstrated passion for climbing and genuine desire to work in youth development. Top candidates are those who are good team players, enthusiastic, and engaging. Enjoys working with user groups that include youth, families, first time customers, and beginner climbers.

Experience:

- First Aid/CPR certified preferred;
- An understanding of gym etiquette, facility rules, and belay safety required; belay certification preferred (but not required!)
- Lead belay and climbing experience preferred;
- Multiple consistent check-ins since initial first visit required

Time Commitment:

- Must be fully available to work at least three shifts per week
- Must be fully available to work during camp hours, weekdays between 8am-6pm
- Must commit to the entire summer season (May-August)
- Must be able to attend training (early May)

To learn more about the application process for the Fayetteville location, submit resume and references to Programs Manager, Bronwyn Barnes, at bronwyn@trianglerockclub.com.

Oak View Group -Receptionist Crown Complex-Fayetteville (Part-time)

- \$15.00 an hour
- **This position will remain open until July 24th, 2026.**

Responsibilities:

- Greet visitors, answer, screen, and direct phone calls, and manage incoming/outgoing mail and deliveries.

- Maintain office supplies, manage digital/physical filing systems, and provide clerical support (e.g., photocopying, scanning).
- Accepts payments of fees, explains procedures, and answers routine questions.
- Assists all departments with general clerical duties.
- Answer multi-line phone systems and route calls accordingly.
- Deal tactfully and courteously with the public and other employees.
- Other duties as assigned.

Qualifications:

- High school diploma or GED is generally required; degrees from accredited institutions can sometimes substitute for years of experience.
- Exceptional communication, professional appearance, and strong proficiency in MS Office (Word, Excel).
- Flexible Hours – must be available to work evenings, weekends, and event days as assigned.
- Ability to handle multi-line phone systems and multitask in a fast-paced environment.
- General operational knowledge of a variety of office equipment, including communication radio, calculator, copy machine, fax machine, and personal computer.
- Ability to establish and maintain effective working relationships.
- Ability to use computer software, especially Windows Operating System, Word, Excel, internet, and interoffice e-mail
- Ability to make accurate comparisons and arithmetic-based computations.

To Apply:

<https://careers-ovg.icims.com/jobs/31448/receptionist-%7cpart-time%7c-crown-complex/job>

Rooms To Go – Furniture Repair Apprentice – Dunn (Full-time)

- From \$17.00 an hour

What you'll be doing:

- Learn and cross-train in the Shop Apprentice Program
- Develop skills in case goods, fabric upholstery and leather upholstery restoration
- Perform furniture and upholstery repairs
- Formulate colors for all repairs
- Perform other duties as assigned by supervisor

What we're looking for:

- Capacity to differentiate color
- Great attention to detail
- Mechanical and/or artistic ability a plus
- Be at least 18 years of age
- Able to submit to a Drug Test and Background Investigation
- Able to repeatedly lift 50 lbs.
- Ability to bend, stand, walk for prolonged period of time
- Able to follow directions and work safely

To Apply:

https://careers.roomstogo.com/clients/19313/posting/10873853/en?keywordsFilter=&state=North%20Carolina&utm_source=RTG.External

Gill Security Services, Inc-Security Alarm Technician Apprentice-Fayetteville (Full-time)

- \$13.00 - \$16.00
- On-the-job training

Key Responsibilities:

- Assist experienced technicians with installing alarm systems, cameras, and access control systems
- Learn to troubleshoot and repair security equipment
- Run wiring, mount devices, and test system functionality
- Provide professional and courteous service to customers
- Maintain tools, equipment, and a clean work environment
- Follow all safety procedures and company guidelines

Qualifications:

- High school diploma or equivalent
- Strong willingness to learn and take direction
- Basic knowledge of hand and power tools
- Good communication and customer service skills
- Ability to work in various environments (indoors/outdoors, ladders, tight spaces)
- Valid driver's license and reliable transportation
- Must be mechanically inclined

To Apply:

<https://www.gillsecurity.com/employment-application/>

Allure Aesthetics and Medical Spa-Front Desk Receptionist-Fayetteville (Full-time)

- \$15.00 an hour

Duties:

- Greet visitors and clients warmly, ensuring a positive first impression
- Manage multi-line phone systems and direct inquiries appropriately
- Schedule appointments and manage calendars using office management software
- Handle data entry, filing, and document proofreading with high accuracy
- Maintain organized records and perform administrative tasks such as photocopying and scanning
- Assist with bookkeeping tasks
- Support office management activities including supply inventory and correspondence
- Provide exceptional customer service by addressing inquiries promptly and professionally
- Support medical reception duties, including patient check-in and appointment scheduling
- Ensure the reception area remains tidy and welcoming at all times

Qualifications:

- Proven experience in office administration, clerical work, or reception roles
- Strong computer literacy
- Experience with multi-line phone systems and excellent phone etiquette skills
- Exceptional organizational skills with the ability to prioritize tasks efficiently
- Excellent customer service skills with a professional demeanor
- Strong typing skills and attention to detail for accurate data entry and documentation
- Previous experience in medical receptionist roles is a plus but not required
- Ability to manage time effectively in a dynamic environment

To Apply:

<https://www.indeed.com/>

ECS Limited-Administrative Assistant-Fayetteville

Responsibilities:

- Document processing and transmission in a timely manner
- Word processing and data entry
- Registering projects and proposals
- Creating folders
- Filing, assembling and binding reports
- Formatting and scanning documents
- Transmitting documents
- Assisting with answering phones and office mail delivery
- Providing backup to other administrative personnel during absences, lunch breaks, training, etc.
- You may also perform other clerical tasks as required

Qualifications:

- High school diploma or GED
- 0-2 years related experience

To Apply:

<https://careers.ecslimited.com/jobs/37451?lang=en-us>

Barnhill Contracting Company-General Laborer-Fayetteville (Full-time)

- Weekends & nights as needed

Job Duties & Responsibilities:

- Performs various unskilled task which are associated with asphalt paving and/or grading operations. This includes but not limited shoveling asphalt, stone or dirt.
- Uses various tools such as a shovel, rake, lute, broom, pick, hammer, saw, pneumatic hammer, drill, tamp and concrete saw.
- May operate a farm type tractor with power broom attachment.
- Perform duties of the designated spotter of which training will be conducted.

Minimum Qualifications & Training:

- One year experience but will train the right person
- Encourage a valid NC Driver's License
- Willingness to learn multiple task
- Ability to abide by precise instructions and strict but necessary safety rules and policies.
- Maintain a good attendance and safety record.
- Ability to work weekends and some nights.

To Apply:

https://barnhillcontracting.wd503.myworkdayjobs.com/en-US/Barnhill_Trade_Opportunities/details/General-Laborer_R-100986?locations=1d361b4bc924100d581a978810910000

Horne Brothers Communications-Vehicle Mechanic-Fayetteville (Full-time)

- \$20.00 - \$23.00 an hour

Responsibilities Will Include:

- Makes sure vehicles in company fleet are maintained and safe for our team members; performs inspections and diagnostics
- Conducts preventative maintenance on gas and diesel engine vehicles
- Troubleshoot, diagnose and perform minor and major repair of gas and diesel engine vehicles
- Maintain records of scheduled and unscheduled maintenance procedures
- Read and interpret vehicle manuals
- Maintains a clean, safe work area and performs all work in accordance with established safety standards

This position does not include maintenance of heavy equipment.

Knowledge, Skills, and Abilities:

- Must be at least 18 years of age
- Valid driver's license
- Minimum of 2 years of gas and diesel mechanics experience
- High school diploma or equivalent
- Excellent verbal and written communications skills
- Skill in operating tools, equipment, and parts utilized during the repair and services of vehicles and small equipment

To Apply:

<https://www.indeed.com/>

Knipper HEALTH-Customer Service Representative 1-Fully Remote (Full-time)

- \$17.00 - \$18.00 an hour

Responsibilities:

- Promote meaningful relationships and brand loyalty through engaged and informed conversation with customers (health-care providers, office staff, patients, pharmacists, and pharmaceutical sales representatives).
- Respond to immediate customer questions, requests, concerns and needs.
- Manage a high volume of inbound and/or outbound contact with customers via telephone, email, and chat.
- Investigate issues that cannot be resolved at the initial point of contact and follow through until issue resolution.
- Escalate issues according to department protocol.
- Share feedback and assist management in enhancing the programs in order to provide the best customer service.
- Maintain accurate data in systems, and update as necessary.
- Utilize work-flows and scripting materials to inquire and help identify barriers with customers.

Qualifications:

- High school diploma/GED or equivalent combination of education and experience
- One (1) year of work experience in a customer service or customer-focused role
- Experience in a medical or pharmaceutical environment preferred
- Ability to provide consistently high-quality of customer service required
- Excellent written and oral communication skills with high level of professionalism
- Excellent interpersonal, organizational and active listening skills, with an ability to create customer relationships
- Extensive keyboarding, switching from multiple applications and use of phone
- Excellent computer skills required, including strong Microsoft Excel capability

To Apply:

<https://careers-knipper.icims.com/jobs/6846/customer-service-representative-i/job>

City of Fayetteville Job Opportunities

<https://www.fayettevillenc.gov/City-Departments/Human-Resource-Development/Jobs>