



Job Leads

June 30, 2025

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**

Fayetteville Technical Community College – Bookstore Assistant (Full-time)

- From \$34,812 a year

Job Description:

- The Bookstore Assistant performs a wide variety of responsible technical and clerical work in support of the bookstore operations involving primarily the cashiering function; provides support to students, faculty, and administrative staff relative to the location and purchase of textbooks and supplies; and provides general support to other bookstore staff, as required, to facilitate the smooth operation of the bookstore.

For Full Information and Apply:

<https://faytechcc.peopleadmin.com/postings/8006>

Pivot Physical Therapy – Front Office Coordinator- Hope Mills (Part-time)

- \$15.00 - \$23.50 an hour

Essential Duties and Responsibilities:

- Provide professional, friendly and compassionate service to all patients and physical therapy staff in all interactions including issue resolution, scheduling, new patient onboarding, insurance verification, and billing.
- Manage clinic scheduling ensuring to match patient with the best clinician for their needs / injury as well as optimum patient flow.
- Provide new patient onboarding including facility tour, data gathering, and physical therapy staff introductions.
- Obtain verification of patient medical insurance information and manage patient insurance requirements and inform patients of insurance benefits and options for payments on account.
- On behalf of physical therapists, coordinates the communication of patient progress to physicians, nurse case managers, adjusters and attorneys.

- Assist with management of patient expectations based on clinical findings including frequency and duration of treatment, progression toward functional goals, and discharge planning. Serve as a contact for physical therapy post-care needs.
- Organizes cultural moments (e.g., patient's physical therapy goal celebrations) in concert with the clinical team to make sure all patients are recognized and appreciated.
- Execute and reinforce administrative and patient experience Standard Operating Procedures (SOPs) and best practices within the clinic.
- Provide general office, receptionist, and clerical support to assigned location.

For Full Information and Apply:

<https://www.simplyhired.com/search?q=Pivot&l=fayetteville%2C+nc>

Shepherd Response-Plumbing Apprentice-Fayetteville (Full-time)

- \$16.00 - \$24.00 an hour

Job Description:

- We are looking for a **Plumbing Technician Apprentice** to join our team. Gain hands-on experience while learning the ins and outs of plumbing, including installation, repair, and maintenance of plumbing systems. Assist experienced plumbers, develop technical skills, and contribute to the team's success.
- As a new company, the current position will have substantial administrative duties as well and the candidate must be able to wear multiple hats. The candidate must be able to implement processes and workflows in order to help build a highly efficient company.

For Full Information and Apply:

<https://www.shepherd-response.com/apply/>

Coca-Cola Consolidated, Inc – Warehouse Material Handler- Fayetteville (Part-time)

- \$12.87 - \$15.65 an hour
- 2nd Shift

Duties & Responsibilities:

- Retrieves and places quantities of Cases of Product onto a pre-determined pallet as instructed by the assigned Pick Ticket, in a manner that is safe and builds a stable pallet of product, while meeting or exceeding Warehouse and Company expectations in safety, accuracy, and efficiency.
- Travels to and transports pallets of stacked Product to different areas of the Warehouse via a Powered Industrial Truck (PIT) – Pallet Jack – in a safe and efficient manner.
- Assists in Warehouse cleanliness and housekeeping as assigned or as needed.
- Performs daily PIT Checklist and alerts Warehouse Management of any issues discovered.
- Corrects any mistakes discovered and informed of by the Checker to product and, or quantity.
- May perform other duties as assigned.
- Performs miscellaneous activities as directed to support the efficient operation of a warehouse in a dynamic environment.

For Full Information and Apply:

<https://conaservices.jobs2web.com/consolidated/job/Fayetteville-2nd-Shift-Part-Time-Warehouse-Material-Handler-NC-28306/1295650800/>

Product Connections – Product Demonstrator – Fayetteville (Part-time)

- \$13.00 - \$20.00 an hour
- Weekends as needed

Job Description:

- Engaging customers by sharing key features about the products.
- Following food safety guidelines in food preparation and serving process.

- Collaborating with the broader team to reach sales goals for events.
- Some locations may require bringing equipment to conduct the event.
- May need to obtain a Local Food Handlers and/or Alcohol Permit.

Qualifications:

- Must be at least 21 years of age or older.
- Weekend availability preferred, with flexibility for holidays and weekdays.
- Schedule ranges from 5-15 hours weekly.
- Reliable transportation that allows transporting tables and other needed equipment.
- Ability to download our app onto a smart device that is used in-store for work purposes.
- Ability to safely operate appliances.
- Must be able to stand for entire event (3 to 5 hours).

For Full Information and Apply:

<https://acosta.jobs/fayetteville-nc/product-demonstrator/F02F311B54EF44639557BDE9F9B26834/job/>

Haymount Nursing & Rehabilitation – Maintenance Assistant – Fayetteville (Part-time)

Job Summary:

- We are seeking an energetic and self-motivated person as an experienced Maintenance Assistant to be responsible for all physical aspects of the facility. The ideal candidate will have experience in the rehabilitation and long-term care industry.

Qualifications:

- Knowledge of regulatory requirements for life safety in skilled nursing facilities.
- Knowledge and ability to work on plumbing systems, electrical systems, alarm systems, appliances, commercial stoves, refrigerators, washers, dryers, air-conditioning and heating units. (Must be able to lift 50 pounds and must be able to climb a ladder).
- Time management skills and ability to prioritize (essential).
- Be comfortable using computer systems, including Microsoft Office.
- Excellent communication skills.
- Self-starter and ability to work independently.
- Ability to work cooperatively as a member of a team.
- Valid NC driver's license and reliable transportation.

For Full Information and Apply:

https://jobs.applai.com/view/1530671?utm_campaign=jobs_snippet&utm_source=haymountrehab-career-page&utm_medium=client-web-site&utm_term=applai-snippet&_id=1750782640.3938808

Hobby Lobby-Retail Associates-Fayetteville (Seasonal, Full-time)

- \$15.00-\$16.00 an hour

Departments Include:

- Art
- Crafts
- Custom Frames
- Fabrics
- Floral
- Hobbies

Job Description and Requirements:

- Applicants must be available to work some nights and weekends.
- Applicant must be mature and self- motivated. Previous experience in the craft or hobby field is preferred, but not necessary.

For Full Information and Apply:

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25879&siteid=5295&jobid=822586&Codes=HLC - jobDetails=822586_5295

Wellington Advisors-Leasing Professional-Fayetteville (Full-time)

- \$17.00 - \$18.00 an hour
- Weekends as needed

Job Summary:

- Wellington Advisors is searching for a motivated and energetic Leasing Professional. The Leasing Professional works directly alongside the Community Manager to enhance the on-site experience for both residents and prospects.

Knowledge, Skills, and Other Abilities:

- Regular attendance and punctuality.
- Ability to work individually or as a team, dealing with different personalities in a professional manner.
- General administrative skills such as answering phones, emails, etc.
- Strong organizational skills.
- Basic math, accounting, and computer skills.
- Proficiency with mobile apps for daily use on the job.
- Ability to work weekends required.

For Full Information and Apply:

https://apply.teamengine.io/apply/-72_oaDy8CZ9?utm_source=careers_page

Ring Savvy, Inc – Telephone Operator – (Full-time Remote to NC Residents Only)

- \$16.00 - \$17.00 an hour

****NORTH CAROLINA RESIDENTS ONLY****

Full Job Description:

As a Virtual Receptionist, job duties include answering incoming calls for law offices and other businesses with a polite and professional demeanor. The objective is to provide customer service to callers by taking messages and relaying them appropriately in a timely manner.

Required Skills:

- Typing: 45+ WPM.
- Interpersonal Skills.
- Oral and Written Communication Skills.
- Reading Skills.
- Customer Relations.
- Customer Service.
- Professionalism.
- Organization.
- Time Management.
- Computer Literacy.
- Telephone Etiquette.

Additional Skills: Bilingual Spanish/English a plus, but not required.

For Full Information and Apply:

<https://www.ringsavvy.com/employment-opportunities>

Bill's Well Drilling Company-Laborer/CDL Driver-Fayetteville (Full-time)

- \$20.00-\$22.00 an hour.
- Driver's License and CDL Required.

Full Job Description:

- Load and unload trucks daily to get ready for daily assignments.
- Assist coworker with anything needed- bring tools or parts to them, etc.
- Be responsible for the cleanliness of job site and of the truck you are using.
- Carry items to job from truck.
- Basic skills on power tools/equipment.
- Basic knowledge of tools needed for job.
- Ability to adapt to an ever-changing work site.
- Fuel equipment as needed.
- Operating heavy machinery.
- Ability to problem solve.
- Ability to stand, bend, reach for the entire time of your shift-as needed.
- Adhere to all safety procedures at all times.
- Experience a plus but not necessary.
- Will train for the position.
- Preventative Maintenance for Vehicles is also a plus.

For Full Information and Apply:

<https://www.simplyhired.com/search?q=Drilling&l=fayetteville%2C+nc>

Tractor Supply Company-Team Member-Fayetteville (Full-time)**Overall Job Summary:**

- The Team Member is responsible for interacting with customers and team members, supporting selling initiatives and performing assigned tasks, while delivering a Legendary Customer Experience.

Preferred Knowledge, Skills or Abilities:

- Farming, ranching, pet/equine, or welding knowledge is strongly preferred.
- Ability to read, write, and count accurately.
- Strong communication and problem-solving skills.
- Basic computer skills.
- Strong interpersonal skills and ability to resolve issues ethically and with minimal conflict.

For Full Information and Apply:

<https://www.tractorsupply.careers/job/Fayetteville-Team-Member-NC-28304/1275444600/>

Autumn Care of Fayetteville – CNA- Fayetteville (Part-time/Full-time)

- \$17.00-\$20.00 an hour

Position Summary:

The primary purpose of your job is to provide a safe environment, give emotional and social support and attend to the resident's physical needs and comfort. Performs direct care to the residents as assigned, in accordance with the resident's care plan, and as directed by your Supervisor. Performs other duties as directed by representatives of the community. Follows all health, sanitary and infection control policies and maintains established standards of practice set forth by the community's administration and Nursing Policies and Procedures.

Education & Qualifications:

- Current registry of certification to work as a Nursing Assistant in good standing within the applicable laws of the state in which you work, or otherwise possesses the requirements to work as a Nursing Assistant under the laws of that state.
- Must be a high school graduate or equivalent.
- Must be at least 18 years old (if 16 years old, must currently be in high school.)
- Must be able to communicate in English and have the ability to follow verbal and written instructions.
- Must possess and demonstrate the ability to carry out both verbal and written directions.
- Must possess and demonstrate good interpersonal skills and attention to detail.
- Ability to work with supervisors, co-workers and community staff in the performance of duties.

- Ability to observe proper safety and sanitary techniques.
- Ability to work hours as scheduled based on the requirements of the position/assignment.
- Must not pose a direct threat to the health and safety of others in the workplace.

Experience:

- Previous experience in long term care preferred, but not required.

For Full Information and Apply:

https://jobs.apploi.com/view/669233?utm_source=false&utm_medium=&utm_campaign=truman

City of Fayetteville – Transit Dispatcher-Fayetteville (Part-time)

- \$20.41 an hour

Full Job Description:

- INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. A RESUME WILL NOT BE CONSIDERED IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION.
- The City of Fayetteville is currently recruiting for a part-time Transit Dispatcher to schedule and coordinate vehicles and passenger trips; to dispatch vehicles; to provide information to the public and respond to customer questions and complaints;
- to monitor and respond to calls, including two-way radios and mobile phones; to verify and monitor staff locations; to record service calls;
- to prepare, prioritize and relay transportation requests, including emergency situations; to participate in a variety of administrative and clerical duties related to assigned area of work; and to perform technical tasks relative to assigned area of responsibility.

For Full Information and Apply:

<https://www.governmentjobs.com/careers/fayetteville/jobs/4976803/transit-dispatcher-part-time?page=2&pagetype=jobOpportunitiesJobs>

Apple Crate Natural Market—Baker-Fayetteville (Part-time/Full-time)

- \$15.00 an hour/ Morning Shift

Position Overview:

- Join the Apple Crate Naturals kitchen team as our Baker and bring your skills to our from-scratch bakery! In this role, you'll create high-quality baked goods using clean ingredients, including fresh breads for our Sandwich Program and a variety of scratch-made desserts. We offer something for everyone, with options that include vegan and wheat-free treats—all crafted with care and attention to detail.

For Full Information and Apply:

<https://www.simplyhired.com/search?q=Apple+Crate&l=fayetteville%2C+nc>

Canon Business Process Services-Office Service Rep I-Fayetteville (Full-time)

Overview:

Under general supervision, is responsible for all mail, packages and interoffice correspondence handling and dispatching for all classes of mail/packages. Responsibilities may also include copy center activities, reception, hospitality and/or other duties as assigned.

For Full Information and Apply:

<https://careers-cbps.icims.com/jobs/19834/office-service-representative-i/job>