



Job Leads

August 1, 2022

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

Come visit us at:

**Career Development Center, Tony Rand Student Center, 2220 Hull Rd Fayetteville, NC
Rm 112**

Or give us a call: 910.678.8419

Carmax – Business Office Associate – Fayetteville, NC (Part-Time)

Job Description:

- Complete administrative tasks to support all store departments
- Provide customer service by greeting customers and guiding them through paperwork
- Communicate effectively with customers and business partners
- Maintain coverage at information desk and answer multi-line phone system

Qualifications:

- Customer service experience
- Thrive in a fast-paced office environment
- Good listening skills and a strong customer focus
- Strong written and verbal communication skills
- Basic computer skills, including word processing and spreadsheets

For More Information and Apply: <https://careers.carmax.com/us/en>

The Fayetteville Observer-Newspaper Carrier-Fayetteville, NC (Part-Time)

- \$11-\$13 an hour
- Contract

Job Description and Requirements:

- No experience necessary
- Must have a reliable vehicle, current driver's license, and proof of insurance
- Routes typically take only 3-4 hours daily between the hours of 12am-7am
- With earning potential of up to \$1500 monthly early morning work allows for your days to be free ideal for retirees, parents, and college age students
- Extra income, reduce debt, build your savings
- Delivery is to homes and retail locations.
- Driving: 1 year (Required)

For More Information and Apply:

<https://www.indeed.com/jobs?q=part%20time&l=Fayetteville%2C%20NC&vjk=1ebf0db2c225bc86>

Hertz Car Rental-Vehicle Service Agent-Fayetteville, NC (Part-Time/Full-Time)

- Starting hourly rate is \$15.00/hr. Upon completion of 6 months, hourly rate is \$15.75/hr. Upon completion of 1- year, hourly rate is \$16.50/hr. Bonus potential available!

Job Description:

- Clean and service rental vehicles for customer use
- Review inspection checklist to ensure vehicles are properly prepared
- Transport customers to and from the rental center as required
- Deliver vehicles to appropriate locations as directed
- Maintain service area, equipment, tools and cleaning supplies
- Maintain gas logs and other logs as requested by management
- Inspect and park cars as directed
- Perform related responsibilities as required or assigned

Qualifications:

- Valid driver's license as required by state and minimal MVR violations – to be reviewed
- High school or equivalent (Required)
- Good communication and interpersonal skills
- Operate vehicles in a safe and courteous manner
- General knowledge of how to operate variety of automobiles
- Professional and enthusiastic attitude

For More Information and Apply:

<https://www.indeed.com/jobs?q=part%20time&l=Fayetteville%2C%20NC&vjk=edca91014b75c908>

Lowe's -Retail Sales-Fayetteville, NC (Part-Time)**Job Description:**

- Deliver excellent customer service
- Help customers find products and provide recommendations
- Help load customer merchandise
- Restock merchandise

Qualifications:

- Be able to lift up to 25lbs. unassisted, or over 25lbs assisted.
- Possess 6 months experience operating common retail technology, smartphones, tablets, or computers.
- For individuals with disabilities who would like to request an accommodation, email HRServiceCenter@lowes.com

For More Information and Apply: <https://talent.lowes.com/us/en>

McDonalds-Crew Member-Fayetteville, NC (Part-Time/Full-Time)

- \$9.25-\$13.00 an hour

Want to earn \$2500 for School? Flexible Schedule? Have fun at work? Come work for us! For all those benefits and more!

- We are actively seeking smiling faces like you to work whenever you are available in one of our 4 Fayetteville area locations!

We offer a long list of great benefits like:

- Work in a fun, fast-paced environment
- Flexible schedules
- Paid Time Away
- Training and development programs
- Advancement opportunities
- Free uniforms
- Free Meals and much much more!

For More Information and Apply: <https://careers.mcdonalds.com/us>

LGC Associates – Concession Stand Workers Needed for Events! (Full-Time/Part-Time/Contract)

- \$10-\$15
- Paid Weekly

Make your own schedule through our Nextcrew App! Get paid weekly!

You are able to pick and choose the shifts you want to work, when you want to work! Build a flexible career that suits your lifestyle.

Duties Include:

- Working Big Events
- food preparation
- selling food and drinks
- collecting money and tendering change
- picking up supplies and food items from vendors

Qualifications:

- Able to stand on your feet for long periods of time.
- Must be 18 years old!

For More Information and Apply:

<https://www.lgcassociates.com/concession-staff/>

Carolina Conduit Systems-Mechanic/Fabricator-Fayetteville, NC (Full-Time)

- \$17-\$25 an hour (Salary depending on experience and qualifications)

Job Description:

- Follow a checklist of inspection procedures
- Test drive vehicles to diagnose malfunctions
- Do routine maintenance, such as changing oil, checking batteries, and lubricating equipment and parts
- Adjust and align wheels, tighten bolts and screws, and attach system components
- Repair or replace malfunctioning components, parts, and other mechanical or electrical equipment
- Test-drive vehicles to ensure that they run smoothly
- Has to be able to work independently and be a self-starter
- Other duties as requested

Qualifications:

- Valid Driver's License Required
- Experience in MIG and stick welding a plus

For More Information and Apply: <https://www.carolinaconduit.com/careers/>

Fayetteville Manor-Office Assistant-Fayetteville, NC (Full-Time)

- \$10-\$12 an hour

Job Description:

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

Qualifications:

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Knowledge of "back-office" computer systems (ERP software)
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

For More Information and Apply:

<https://www.indeed.com/jobs?q=Receptionist&l=Fayetteville%2C%20NC&vjk=5a6febf98d1ca714&advn=3828944313813707>

All Seasons Air Conditioning & Heating-HVAC Installation Tech/Installer-Fayetteville, NC (Full-Time)

- \$15-\$25 an hour
- Paid Weekly

- Do you catch on quickly? Are you committed to lifelong learning? Is quality with efficiency one of your superpowers? Are you clean and organized? Can you communicate efficiently with team members and homeowners? Do you take pride in your work? Are you trustworthy and respectful of others and their personal property? If so, you might just be the superhero that our team of HVAC Installation Techs / Installers need

HVAC INSTALLATION TECH QUALIFICATIONS:

- Comfortable working in small spaces and all types of environments/temperatures
- Reliable Self-Starter
- Industry-related education, certifications, and experience as an Installer
- Ability to pass a background check and drug test upon hire
- Valid driver's license and a clean driving record

For More Information and Apply: <https://allseasonsacandhtg.applicantlist.com/jobs/780695.html>

Concrete Polishing & Restoration-Entry-Level Construction/Crew Member-Hope Mills, NC (Full-Time)

- \$48,000 - \$52,000 a year

Job Description:

- Visits new assignments/jobs with CP+R Team and interfaces with the client
- Scopes the site with Crew Team and prepares floor for proper application
- Operates heavy machinery, hand grinders, and other polishing equipment safely
- Performs polishing and grinding techniques to CP+R and Customer standards
- Responsible for proper set up for polishing machines and support equipment as well as standardized operational maintenance checks and feedback for required maintenance
- Provides documented job and expense reports on all operations and submits for approval
- Operates Truck and Trailer safely from job to job with appropriate preflight, in flight, and return inspections
- Completes projects in a timely manner according to the specifications of each job
- Completes required safety, technical, and operational training initially upon hire and ongoing

Qualifications:

- Lift at least 50 lbs with both hands and simultaneously
- Ability to positively interact, communicate clearly, and work as a supportive Team Member
- Be able to work as an independent Crew
- Ability to travel up to 3 weeks plus at a time on deployments within the United States
- Valid Driver's License with an insurable MVR
- Pass a background investigation
- Pass a drug screen
- Construction and flooring experience (preferred)

For More Information and Apply:

<https://www.indeed.com/jobs?q=entry%20level%20construction&l=Fayetteville%2C%20NC&vjk=c26228ce4bcd0a89>

The Joint Chiropractic NC-Front Office Coordinator-Fayetteville, NC (Part-Time)

***Applicants who submit a resume and cover letter will be viewed first ***

- \$12-\$14 an hour
- Must be available on weekends to help
- Bonus opportunities available

Job Description:

- Greeting patients upon arrival & checking patients in to see the Chiropractor
- Presenting and selling memberships and visit packages
- Answering phone calls and completing sales calls
- Resolving any patient issues or concerns
- Looking for ways to achieve sales and clinic goals and addressing those with other coordinators and doctors
- Light cleaning to maintain the cleanliness of the clinic and organization of the workspace
- Other duties as assigned

Preferred Skills:

- Sales experience discussing memberships, pre-paid service packages
- Strong communication and interpersonal skills to communicate effectively both verbally and in writing.
- Ability to use sound judgment in responding to patient concerns
- Solid organizational skills and ability to multi-task with demanding timeframes
- Understanding of chiropractic care or other interest in alternative health care
- Proficient with Microsoft Office and email systems

For More Information and Apply:

<https://www.indeed.com/jobs?q=Office%20part%20time&l=Fayetteville%2C%20NC&vjk=597ca966f38211d1>

Amazon – Seasonal Part-Time Customer Service Associate US (Part-Time/Virtual)

- This position requires a part time schedule that will have varying hours. An average of 20-29 hours will be required weekly. During peak periods or high volume, this may increase to up to 60 hours per week for short periods. The schedule could fall any day of the week across morning, afternoon, evenings and weekends.

For Full Detailed Job Description, Requirements and Apply:

<https://www.amazon.jobs/en/jobs/SF220092885/seasonal-part-time-customer-service-associate-us-virtual>

ModSquad-Engagement Moderation-Online Gaming (Virtual)

This project is looking for Moderation Experts!

What We Are Looking For:

- Experienced **Engagement Moderators** who are able to work weekends to engage the gaming community, both proactively and at the client's direction, via Discord

Project Hours (all times Pacific):

- Mostly weekend hours
- Some late morning on Tuesdays

Hourly rate:

- To be discussed in interview phase

For Detailed Job Description, Requirements and Apply:

<https://www.indeed.com/jobs?q=Work%20From%20Home&rqf=1&start=10&vjk=111b3e72c36e165b>