



# Job Leads

**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, CBI Building 2723 Fort Bragg Rd Fayetteville, NC Rm 135**

**Or give us a call: 910.678.8419**

**Guest Services Representative-WoodSpring Suites Fayetteville (Part-time)**

**\$350 Hiring Bonus:**

\$150 hiring bonus after 90 days of employment

\$200 additional hiring bonus after 180 days of employment

**Description:**

- Organizes, confirms, processes, and conducts all guest check-ins/check-outs, room reservations
- Responds to guest comments, compliments, or complaints, referring customers to GM as necessary
- Keeps records of room availability and guests' accounts
- Performs bookkeeping activities such as making cash deposits, completing daily audit, running reports, and posting payments to guest folios
- Essential Functions are not all inclusive; other job duties may be assigned.

**Qualifications:**

- Prior guest service experience preferred
- Must maintain a professional appearance and demeanor
- Self-starter with the ability to prioritize and handle multiple projects and meet deadlines under pressure.
- Must have computer skills including the ability to access and accurately input information into a computer system including Microsoft Office Suite and the Hotel PMS system
- Strong organizational time management skills and problem-solving skills

**Click link for more information and apply:**

<https://lensa.com/guest-services-representative-jobs/fayetteville-nc/sjd/680c1beb68af0c6487c69ae0244f33794e57e53ad4a2b47ab0af39f68eba72ce>

## **Apartment Trash Collector - Nights - Pickup Truck or Trailer Preferred Up to \$16 per Hour (Part-Time)**

### **Description:**

- Collect trash and recycling bags door to door within a local apartment community and take these items to the trash compactor or dumpster on the property site (no large or bulk items and no offsite driving and/or dumping)
- Typically work 5 nights a week from Sunday through Thursday. Enjoy weekends off!
- Work 2-3 hours per night, start time is either 7:00pm or 8:00pm and you are done between 10:00 pm - 11:00 pm (some positions may have earlier start/end times and Sundays may require more hours)
- Part time hours working 10-15+ hours per week

### **Qualifications:**

- Must be at least 18 years of age
- Ability to work indoors or outdoors in changing weather conditions
- Ability to lift and transport up to 50 lbs.
- A smart phone with data plan to access our mobile app
- An open bed pickup truck or vehicle with trailer is preferred
- A valid driver's license is preferred
- Current auto insurance in your name for your vehicle, or listed as a driver on policy is preferred

### **Click link for more information and apply:**

[https://www.valetliving.com/trash-collector-jobs/?utm\\_campaign=Appcast-T&utm\\_medium=Board&utm\\_source=Appcast](https://www.valetliving.com/trash-collector-jobs/?utm_campaign=Appcast-T&utm_medium=Board&utm_source=Appcast)

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## **Future Data Systems, Inc IT/Service Desk Technician (Full-time)**

### **Job description:**

- Configure, install, and support various network devices and services, including WAN and LAN connectivity, routers, firewalls, & security
- Business Awareness: specific knowledge of the customer and how IT relates to their business strategy and goals
- Improve customer service, perception, and satisfaction
- Manage multiple commitments and/or projects while responding to changing customer needs
- Document internal processes and procedures related to duties and responsibilities

### **Qualifications:**

- Bachelor's degree or equivalent in the IT field; or 5+ years related experience and/or training; or equivalent combination of education in the technology field
- IT support experience relating to technical issues involving Microsoft's core business applications, as well as virtual environments built on Microsoft and VMware
- Experience with Connectwise, Labtech, Office 365 platform strongly preferred
- Ability to multi-task and function collaboratively as a member of a fast-paced, client orientated team
- Superior communication skills required
- High level of organization; strong attention to detail required
- Enthusiastic and dedicated to the challenges of a growing company and client base
- Self-starter with the ability to perform independently with little or no supervision
- Ability to pass a background check
- Current, valid US driver's license is required

### **Click link for more information and apply:**

[https://futuredata.recruitee.com/o/it-service-desk-technician?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://futuredata.recruitee.com/o/it-service-desk-technician?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **Chipotle Restaurant-Team Member-Skibo Rd location Fayetteville, NC (Full-time)**

#### **Description:**

- Experienced or inexperienced restaurant professionals
- Must provide exceptional customer service

#### **Requirements:**

- A friendly, enthusiastic attitude
- Passion for helping and serving others (both customers and team members)
- Desire to learn how to cook (a lot)
- Ability to communicate in the primary language(s) of the work location

#### **For more information and apply:**

<https://jobs.chipotle.com/job/fayetteville/restaurant-team-member-crew-1607-fayetteville-nc/282/21435632432>

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### **Colonial Materials. Inc-Warehouse Worker- Fayetteville, NC (Full-Time)**

#### **Description:**

- The primary function of the Warehouse Worker is responsible for areas of warehouse maintenance, shipping/receiving, product storage, and delivery set-up
- Prepare orders by processing requests: pull accurate materials and place in appropriate area for customer pick up or delivery; loading and unloading trucks as necessary
- Cuts and stages outbound orders prior to crew's return, and the night before the crews' departure in the morning
- Loads delivery trucks efficiently and quickly with the correct balance and weight for truck size (maximum 30-minute turnaround time)
- Loads trucks with 100% accuracy for product type and quantity
- Other duties assigned

#### **Qualifications:**

- Ability to self-manage, show initiative and be proactive
- Must be able to communicate with team and management and be able to exchange accurate information in these situations
- Must be able to multitask
- Must be able to demonstrate a high degree of sound judgement
- Must be able to quickly communicate solutions if problems occur
- Must be able to lift 50 lbs

#### **Click link for more information and apply:**

<https://recruiting.ultipro.com/GYP1001GMSI/JobBoard/07c41c47-a6f4-4f15-9b0b-29b77d953303/OpportunityDetail?opportunityId=519e8e3f-a24b-4fd5-a345-c6c965377f6f>

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### **Advanced Auto Parts-DC Associate Fayetteville NC (Part-Time)**

#### **Description:**

- Has overall responsibility for receiving and moving materials within warehouse
- Verifies the Inventory quantity and assists in inventory level maintenance
- Maintains complete paperwork
- Operates warehouse equipment in a safe manner

- Marks pallets with identifying store information
- Uses the computer/RF to enter codes
- Uses equipment (pallet jack, forklift, etc.)
- Other duties as assigned

**Qualifications:**

- Will be required to use a hand-held radio frequency device (RF Unit)

**Click link for more information and apply:**

[https://www.advanceautoparts.jobs/en-US/job/-/J3S5FH6BTCK3NKLX9N1?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.advanceautoparts.jobs/en-US/job/-/J3S5FH6BTCK3NKLX9N1?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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**Food Lion-Manager Customer Service Fayetteville NC (Full-Time)**

**Description:**

- Support the management and duties of store operations to meet financial and sales goals
- Build associate and customer relations and promote a strong culture in support of Food Lion Strategy
- Manage all Front End operations including Service Center, Self-Checkout and Food Lion To-Go , if applicable
- Provide leadership and motivation within the store to promote a culture reflective of our Brand, Strategy and Culture
- Ensure Front End schedules, including Food Lion To-Go, are written per standards, to provide extraordinary customer service at all times
- Maintain all Front-End registers and equipment, including Food Lion To-Go equipment, and place service calls in an efficient manner which doesn't stall the execution of delivering expected outcomes
- Other assigned duties

**Qualifications:**

- Ability to lead and manage a team
- Excellent interpersonal, organizational, communication and customer service skills
- Demonstrated good judgment solving problems, making decisions, handling complaints, arbitrating disputes and resolving grievances
- Ability and willingness to learn multiple tasks and technical requirements of the job
- Ability to use technical information to solve problems
- Must be accredited by the National Registry of Food Safety Professionals or similar accrediting organization as a "Certified Food Safety Manager" or will be required to attend company provided training and have the ability to achieve accreditation within the first 90 days of employment;
- Accreditation must be maintained while employed in a position requiring accreditation

**Click link for more information and apply**

[https://www.snagajob.com/jobs/697591947?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.snagajob.com/jobs/697591947?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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**Thrifty Car Rental-Rental Sales Agent- Fayetteville NC (Full-time/ Part-time)**

- \$12.00 - \$13.50 an hour

**Description:**

**Duties to include but not limited to:**

- Handle rental car transactions to accommodate our customers
- Use effective sales techniques to encourage customers to utilize service options.
- Receive telephone calls and handle or pass along customer-related issues
- Complete, review and submit various reports to supervisor
- Maintain and update rental agreement files
- Enter and maintain information in location logs
- Complete car exchange requests in computer system
- Communicate with shuttle drivers
- Perform related responsibilities as assigned or requires

**Qualifications:**

- Excellent customer service skills
- Interpersonal and communication skills with customers and coworkers
- Ability to manage unusual situations while maintaining good customer relations.
- Typing skills and the ability to use Word and Excel
- Professional and enthusiastic attitude
- Customer service: 1 year (Preferred)
- Sales: 1 year (Preferred)

**Click link for more information and apply:**

<https://www.indeed.com/jobs?q=Thrifty%20Rental&l=Fayetteville%2C%20NC&radius=50&from=sug&vjk=c670802e7b9f61a5&advn=6222474372489119>

**Central Mechanical Services, LLC-General Laborer (Entry Level HVAC/R Systems-Fayetteville, NC (Full-time)**

**Description:**

- Installing, maintaining and repairing ventilation and air conditioning systems and equipment.
- Identifying maintenance risks on equipment.
- Diagnosing electrical and mechanical faults for HVAC systems.
- Cleaning, adjusting and repairing systems, and performing warranty services.
- Performing emergency repairs promptly and efficiently.
- Keeping daily logs and records of all maintenance functions.
- Ensuring compliance with appliance standards and with OSHA.
- Maintenance and repair

**Qualifications:**

- Valid driver's license
- Excellent written, verbal and interpersonal skills
- Proficient in reading work plans
- Ability to work after hours, weekends, overtime and emergency holidays
- Ability to work in confined spaces
- Ability to lift 50 lbs.
- Must possess a clean driving record
- Must be able to pass a drug test

**Click link for more information and to apply:**

<https://www.indeed.com/jobs?q=heating%20air%20conditioning&l=Fayetteville%2C%20NC&vjk=17064a9464097efb&advn=7813247774595356>

### **Sykes-Customer Service Agent-Fayetteville NC (Full-time)**

- \$13.00/hour + monthly incentives, with pay increase after training and another pay increase after 6 months
- 100% Paid Training

#### **Description:**

- Assist customers in the financial services industry in obtaining and maintaining banking information related to their accounts
- Listen to customer needs and concerns and help them to solve problems concerning service or products

#### **Qualifications:**

- Previous banking or financial services experience (preferred but not required)
- Customer service experience in a call center environment (preferred but not required)
- A high school diploma or GED and are at least 18 years old
- Excellent communication skills (both written and verbal)

#### **Click link for more information and to apply:**

<https://jobs.sykes.com/job/?id=6827BR-fayetteville-customer-service-agent-acba907d819e0b9dbc985e60bf09464e>

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### **First Presbyterian Church-Nursery Caregiver-Fayetteville, NC (Part-time)**

#### **Description:**

- The church body seeks friendly applicants with a positive attitude, warm and affectionate personality, flexibility, and an ability to maintain composure under difficult circumstances
- This position must effectively supervise children from birth to 5 years of age; complete a satisfactory nationwide criminal background check and reference check; uphold all Child Protection, Safety and Nursery policies; and engage children in hands-on Bible based learning

#### **Qualifications:**

- Qualified individuals must be available: Sunday mornings 7:45 am – 12 pm, and during other pre-planned special events.
- CPR certification and reliable transportation are necessary

#### **Click link for more information and apply:**

<http://www.firstprez.com/employment-opportunities-2/>

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### **Baskin Robbins Crew at Skibo Road-Fayetteville, NC (Part-time)**

\$8:00 - \$14.00 per hour

#### **Description:**

- Serve customers and ring up purchases
- Keep store clean and sanitary, especially kitchen and dining area (training provided)

#### **Qualifications:**

- Day shift, Night Shift and weekend shifts available

#### **Click link for more information and apply:**

<https://www.indeed.com/jobs?q=fast%20food&l=Fayetteville%2C%20NC&start=10&vjk=238076e8c8fe6fa0>