



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

Medical Administrative Assistant- Revolution USA, Inc. Fayetteville, NC (Full-time/Part-time)

Description:

- Interview patients for case histories prior to appointments
- Update and maintain patients' health records
- Assist patients with initial paperwork
- Schedule and coordinate appointments
- Process insurance claims in compliance with law requirements
- Use medical software to support all transactions
- Manage receivable and payable accounts and maintain financial records
- Answer patients' queries and ensure quality customer service
- Collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies
- Other assigned duties

Qualifications:

- Proficiency in speaking Spanish: 10 years (Required)
- Office Experience: 10 years (Required)
- Proven work experience as a Medical administrative assistant
- Hands on experience with medical software and MS Office
- Knowledge of healthcare operations, Familiarity with medical and insurance legislation
- Excellent organizational and multitasking skills, Customer-oriented communication skills
- Certification in medical administration is a plus

Click Link For more information and Apply:

<https://www.indeed.com/q-Business-Administration-l-Fayetteville,-NC-jobs.html?vjk=05872adee350d542&advn=4445998224203592>

Daycare Teacher-Highland Learning Center-Fayetteville, NC (Full-Time)

Description:

- Help to maintain a fun and interactive classroom that is clean and organized.
- Have a calm and pleasant attitude, base love for children, and a commitment to teaching.
- Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
- Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.
- Arrange a classroom environment in accordance to program goals and philosophy

Qualifications:

- Must have current Qualifying Letter, First Aid, and CPR.
- AA in ECE or higher preferred.
- Experience working in a licensed childcare facility.
- The ability to meet state and/or accreditation requirements for education and experience
- North Carolina Child Care Credential plus 12 semester hours in Early Childhood Education or be willing to get the 12 hours needed.
- The teacher shall be at least 18 years of age, have a high school diploma or equivalent, and at least one of the following: One year of verifiable child care experience working in a child care center or two years of verifiable experience as a licensed family child care home operator; or successful completion of a two year high school Child Care Services Occupational Home Economics Program; or 20 hours of training in child development which would include the North Carolina Early Childhood Credential course-work within the first 6 months of employment in addition to the number of annual in-service training hours required.

Click Link For more information and Apply:

<https://www.indeed.com/jobs?q=Daycare&l=Fayetteville%2C%20NC&vjk=6f2b5a7c2c0f794f>

CACI-Office Administrator-Receptionist- Fayetteville, NC (Full-time)

Description:

- Answer a multi-line phone and directs callers to appropriate person/department
- Check visually for employee identification badges for all personnel entering a facility
- Issue appropriate badges to employees, visitors, customers and contractors, ensuring proper escort as needed
- Coordinate conference room calendars and make conference room reservations
- Order standard office and pantry supplies as requested
- Make minor purchases for goods and services required for the facility
- As needed, coordinate payment to vendors using P-card, P2P system or other means
- Receive packages from delivery services. Contact recipients and monitor the distribution of packages/deliveries
- Provide monthly updates to the facility occupancy report
- Respond to and resolve facilities-based requests, complaints and queries from employees. This includes issues with items such as electrical/lighting, HVAC/climate, plumbing, office moves, etc.
- Contact vendors for services, such as shredding, janitorial, repairs, etc. and coordinate site visits

Qualifications:

- Experience in a fast-paced office environment preferred.
- Must be proficient in Microsoft Outlook, Excel and Word software.
- Excellent written and oral communication skills
- Flexibility and ability to multitask, switching priorities as needed within a collaborative environment
- Strong work ethic with a "can do" positive attitude

Click Link For more information and Apply:

<https://careers.caci.com/global/en/job/259507/Office-Administrator-Receptionist>

eClerx-Customer Support Specialist- Fayetteville, NC -Work from Home-(Full-time)

- **Work from Home-** We provide you with equipment and option to work from home, upon successful completion of training.
- \$13-\$14 an Hour

Description:

- Answering or making calls to clients to learn about and address their needs, complaints, or other issues with products or services
- Responding efficiently and accurately to callers, explaining possible solutions, and ensuring that clients feel supported and valued
- Engaging in active listening with callers, confirming or clarifying information and diffusing angry clients, as needed
- Adhering to all company policies and procedures

Qualifications:

- Willing to answer calls from customers and resolve their queries
- Willing to work different shifts.
- Willing to attend training in office and work from home or office, depending on client requirements.

Click Link For more information and Apply:

<https://www.indeed.com/jobs?q=eclerx&l=Fayetteville%2C%20NC&vjk=ce70bef13b7c51a8>

Field Service Computer Technician-Ross I.T. Services, Inc Fayetteville, NC (Full-Time)

- \$14-\$22 an Hour
- Supplemental Bonus Pay

Description:

- Candidate must be able to independently solve computer, network, and server related issues.

Qualifications:

- Help desk: 2 years (Preferred)
- Windows: 2 years (Preferred)

Click Link For more information and Apply:

Call Ross I.T. Services at 910-977-1001 or at

<https://www.indeed.com/jobs?q=it%20help%20desk&l=Fayetteville%2C%20NC&vjk=2d20eac273d30e11&advn=9481935007038875->

Sykes-Tech Support Specialist Fayetteville, NC (Full-Time)

- From \$12.00 an Hour

Description:

- Must have a passion for technology
- Possess excellent problem-solving skills

- Must understand all steps involved in the quoting process flow of the contracting strategy
- Candidate will collaborate with the Regional Leader on all matters as they relate to new customers or customer enablement.

Qualifications:

- Bachelor's degree or 2 years of relevant work experience
- Typing speed of 30+ wpm
- Ability to multitask and independently solve complex issues
- Familiarity of WAN technologies (MPLS, Ethernet, TDM)
- General knowledge of networking technologies and the Telcom market
- Previous customer service and/or financial experience in a business to business (B2B) setting (preferred)
- Knowledge of internet connectivity, networking (TCP/IP), web (HTTP) and email (POP/SMTP) protocols & terminology (preferred)

Click Link For more information and Apply:

<https://www.indeed.com/jobs?q=it%20help%20desk&l=Fayetteville%2C%20NC&vjk=625fc486611fe461&advn=8969331172077347>

Kaztronix-Help Desk Technician- Fort Bragg, NC (Full-Time)

- \$24.00-\$27.00 an hour

Description:

- Image Computers (Ensuring that all software and patches are installed).
- Answer the local Helpdesk Phone
- Ensure that users have trouble ticket for service.
- Install Network Printer Drivers.
- Install (Government Approved) Local Printer Software.
- Install (Government Approved) Software.
- Troubleshoot installed Software.
- Troubleshoot installed Hardware.
- Call Vendors for broken equipment (Dell and Client) to obtain technical support and parts.
- Install Hardware parts that does not require vendor technician to install.
- Provide on-location troubleshooting for all users including VIPs, conference rooms and classrooms.
- Other assigned duties

Requirements:

- Must be fully vaccinated
- CompTIA Security+ (Required)
- security clearance: Secret (Required)

Click Link For more information and Apply:

Company website at <https://jobs.kaztronix.com/index.smpl>

Cumberland County Schools- Career Opportunities-Fayetteville, NC

***Click Link for Full List of Employment Opportunities:**

<https://www.ccs.k12.nc.us/domain/1105>

Ulta Beauty Beauty Advisor Fayetteville, NC (Full-Time)

Description:

- Promptly acknowledging and warmly greeting each guest entering the store
- Offering friendly, knowledgeable and courteous service that always takes priority over other related duties
- Determining each guest's needs and answering questions concerning products and services (partnering with management as needed)
- Recommending additional and complementary products and/or services based on guest interests or items already selected for purchase, promoting the Ulta Beauty loyalty and guest service programs
- Informing guests of current promotions, events and services within the store, booking appointment for in-store events
- Serving multiple guests at one time while maintaining composure during busy or peak selling times
- Helping to eliminate and/or reduce potential theft of product by providing exceptional guest service and maintaining awareness while on the sales floor
- Other assigned duties (listed on company website)

Qualifications:

- A demonstrated passion for superior guest service, with the ability to build and maintain strong guest relationships
- Competency with sales and troubleshooting
- The ability to work well independently and as part of a team
- 1 year of retail experience preferred, but not required
- On a regular basis, requires the ability to stand, bend and lift 50 pounds of merchandise for a full-scheduled shift

Click Link For more information and Apply:

<https://careers.ulta.com/careers/jobs/170270?lang=en-us>

Mann+Hummel – Process Engineer - Fayetteville, NC (Full-Time)

Description:

- Responsible for managing assigned engineering projects including tracking costs, assessing resources, and achieving deadline requirements
- Generates cost estimates for manufacturing specific prototype and production related tooling and equipment.
- Responsible the status of project development with assigned customer contacts as applicable
- Conceptualizes and/or designs future manufacturing layouts and research options for process flow, product assembly, and equipment purchase
- Analyzes new design proposals and makes recommendations regarding manufacturability and compatibility with current manufacturing operations
- Provides input to design and quality regarding product tolerances and special or critical characteristics
- Prepares equipment or tooling specifications for new or revised machines and fixtures
- Performs other job-related duties as assigned

Qualifications:

- Bachelor's (Required)
- US work authorization (Required)
- Manufacturing: 3 years (Preferred)
- Must possess strong troubleshooting and problem-solving skills
- Working knowledge of Microsoft Office suite
- Excellent verbal and written communication skills

Click Link For more information:

<https://www.indeed.com/jobs?q=Engineering&l=Fayetteville,%20NC&vjk=28b6829b21acb384&advn=3683114468661429>

Edible Arrangements – Customer Service and Production Staff - Fayetteville, NC (Full/Part-Time and Temporary)

Offering \$100 bonus for those who can show proof of full vaccination

Description:

Customer Service Positions:

- Answering Phones, Taking Orders, Assisting Customers with order information

Production Positions:

- Prepping Fruits, Dipping Fruits in Chocolate, Making Fruit Arrangements and other products, Cleaning

Qualifications:

- High school or equivalent (Preferred)
- Must Have a Valid Driver License in case of assistance needed with deliveries
- US work authorization (Preferred)

Click Link For more information and Apply:

<https://www.indeed.com/jobs?q=Food&l=Fayetteville%2C%20NC&vjk=22bf3969675cf304&advn=7362487236753478>

Little Italy Pizzeria – Cashier/customer Service - Fayetteville, NC (Full-Time/Part-Time)

Pay: \$10.00 - \$15.00 per hour + Tips

Description:

- We are currently for individuals who are highly motivated and eager to join our team here at Little Italy. Experience is preferred but not a requirement. We are willing to train the right people for the right positions

Qualification:

- High school or equivalent (Preferred)
- Must be able to work night and weekend shifts

Click Link For more information and Apply:

<https://www.indeed.com/jobs?q=Food&l=Fayetteville%2C%20NC&vjk=8a2a0f1edaa2af48>

Village Green Health and Rehabilitation - Activities Assistant - Fayetteville, NC (Part-Time)

Description:

- Encourages social communication through group activities
- Assistant will help residents with participation in leisure activities and also with monthly newsletter and activities calendar Assistant with the set-up of the volunteer program and appreciation events
- Other assigned duties

Qualifications:

- Must have a love for the elderly

Click Link For more information and Apply:

<https://www.indeed.com/jobs?q=part%20time%20&l=Fayetteville%2C%20NC&vjk=82f6a4bda6d7ed17>