



Job Leads

If you are unsure of where to start in your new career search or need resume 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**

SECRETARY 1 (HEALTH PROGRAMS) – Fayetteville Technical Community College

Description: Accurately perform a variety of complex and responsible clerical duties for the departments and faculty in assigned areas; Provide detailed information to students, faculty, and staff while maintaining confidentiality of student and employee records; Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs; Manage, organize, and maintain detailed paper and electronic records and files; Compose, type, and distribute meeting notes, routine correspondence, and reports; Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; Operate office equipment such as copiers and phone systems, and use computers for spreadsheet, word processing, database management, and other applications; Complete special projects and assignments as required and perform related duties as assigned; Continually develop and improve skills through professional development; Assist in student registration; Perform other related duties as required.

Minimum Qualifications: One year of responsible clerical experience or an Associate's degree in office technology or related field; Communication, both oral and written, skills necessary. Must have expert proficiency in Microsoft Office (Word, Excel, and PowerPoint).

Apply here! <https://faytechcc.peopleadmin.com/postings/5286>

PART TIME FINANCIAL AID TECHNICIAN- Fayetteville Technical Community College

Description: Verify and analyze account information; Participate in researching complex problems and discrepancies in students' records; Interpret and explain College policies and procedures relating to financial aid; Communicate effectively in verbal and written form; Process financial aid awards, input data, assign account codes, make entries of adjustment, and balance assigned funds and accounts; Provide financial aid and loan counseling support to students; Prepare financial aid reports related to assigned area of responsibility; Answer questions, advise, and coordinate with

other departments regarding financial aid awards, activities, transactions, and related policies and procedures; Perform other related duties as assigned.

Minimum Qualifications: Associate Degree from an accredited college with major course work in accounting or a closely related field with two years of increasingly responsible general clerical experience including one year of clerical accounting or related experience. Must have strong skills in Microsoft Office (Excel and Word).

Apply Here: <https://faytechcc.peopleadmin.com/postings/5285>

PART TIME PERSONAL SHOPPER- Harris Teeter

Description: Harris Teeter will provide training to all associates who have extensive customer contact.

Minimum Qualifications: Associates must be at least 18 years of age; PERSONAL SKILLS Excellent communication and interpersonal skills; Willingness to participate in and successfully complete required training and to work with the team to increase customer satisfaction and sales; LANGUAGE SKILLS- Ability to read and comprehend simple instructions, short correspondence, and memos [in English]; Ability to write simple correspondence [in English]; Ability to effectively present information in one-on-one and small group situations to customers, clients, and other associates of the organization who only speak English; MATHEMATICAL SKILLS- Ability to add and subtract two digit numbers and to calculate a discount % amount; Ability to perform these operations using units of American currency; REASONING ABILITY-Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions; Ability to deal with problems involving a few concrete variables in standardized situations.

Apply Here: https://jobsearcher.com/j/part-time-personal-shopper-at-harris-teeter-in-fayetteville-nc-gKiMB8q?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE and SALES REPRESENTATIVE – HomeJob Staffing

Description: We are looking for a Remote, Home-based Customer Service and Sales Representative in the internet marketing vertical. The ideal candidate will be computer savvy, a good typist and able to provide genuine feedback. You should be self-motivated and able to work independently. Basic familiarity with popular social websites is helpful.

Minimum Qualifications: Responsibilities Include: Providing feedback to inside and outside sales • Data entry from customers • Internet research • Work From Home

Apply here! <https://homejobstaffing.com/>

OFFICE ASSISTANT – REEF

Description: Greets customers of the department, or other personnel by phone, in person or through electronic media. Assesses customer needs and explains services, processes, procedures and guidelines. Handles requests/transactions or directs the person or matter to the proper sources. Assists in resolving problems and ensuring satisfactory customer service. Processes forms or applications to ensure accuracy and completeness; computes or verifies data, fees or payments, enters data and forwards or files paperwork.

Minimum Qualifications: Basic inventory control software knowledge preferred; Progressive experience in city, county and/or government agencies; Previous contract management and product sourcing experience; Excellent written and oral communication skills; An attention to detail and excellent organizational skills; Proficiency in the Microsoft Office Suite (Word, Excel, Outlook) coupled with advanced Excel knowledge.

Apply here! https://www.glassdoor.com/job-listing/office-assistant-reef-JV_IC1138720_KO0,16_KE17,21.htm?jl=3738442137&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRIVATE SECURITY GUARD – North Carolina Professional Group

Description: Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms.

Minimum Qualifications: High school diploma or its equivalent; Be able to communicate effectively orally and in writing; Be able to think quickly and critically; Be mindful of customer and public service; Exercise good judgment in potentially dangerous situations; Have knowledge of public safety and security; Possess knowledge of the laws and regulations that govern the security field; Be legally allowed to carry a handgun, if the position requires use of a firearm; Work well independently and with others.

Apply here! https://northcarolinaprofessionalgroup.com/careers/private-security-guard-fayetteville/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MATERIAL HANDLER – The Greer Group

Description: The position is responsible for material distribution, sorting, organizing, and allocation in the production area; Transfer material in and out of the production area using material handling equipment, which includes forklift, carts, tow motors, and pallet jacks; Use current material system to check material availability, ensure correct material requested is received ;Maintain adequate inventory levels to meet the orders from our customers; 1st shift 6: 00 AM - 2: 30 PM; OT/weekends if necessary.

Minimum Qualifications: REQUIRED - High School diploma or G.E.D equivalent; Must have 1-3 years Material Handling experience, warehouse or distribution center background is highly recommended; Must have basic reading, writing and math skills; Computer skills, including using warehouse system, MRB, or any local developed programs to optimize material handling; Good communication skills; Team oriented - Good record of job performance, safety, and attendance; Frequent lifting, pushing, pulling up to 50 lbs.; Forklift experience; OPTIONAL- Knowledge of Kanban Setup Preferred; Complete a background check and drug screen.

Apply here! http://jobs.thegreergroup.com/jb/Material-Handler-Jobs-in-Fayetteville-NC/5039699?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL OFFICE ASSISTANT – North Carolina Professional Group

Description: Medical Office Assistants in Fayetteville, North Carolina are responsible for greeting and escorting patients to an exam room, preparing the patient for the physician by obtaining vital signs and documenting a brief health history. Medical Office Assistants check the patient's chart for pertinent data, including lab results, complete medical histories, medications, and allergy information, noting allergies in the patient's chart. The Medical Office Assistant often assists the physician with the exam, tests or procedures. The Medical Office Assistant also prepares for any procedures performed by the physician by obtaining all necessary instruments, equipment and supplies.

Minimum Qualifications: High school diploma required; Self-directed and able to work independently; Friendly and courteous at all times; Must possess excellent communication and customer service skills; Strong planning, organizational, and communication skills are essential; Must be able to work well with staff, management and physicians' Use consistent good judgment and discretion; Ability to read, understands, and follows oral and written instruction.

Apply here! https://northcarolinaprofessionalgroup.com/careers/medical-assistant-fayetteville?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LOCAL DELIVERY DRIVER – Lowe's

Description: Responsible for planning and executing delivery activities, preparing delivery loads, following planned delivery routes, and assisting with merchandise installations or returns, unloading, installing, and checking appliances and store equipment. Also responsible for the cleanliness and standard maintenance of delivery vehicles, observing safety procedures regarding Department of Transportation (DOT) regulations, Hazmat, and power equipment tools, maintaining DOT and CDL certifications, and complying with reporting

Minimum Qualifications: Valid Class A or B (with air brake endorsement) license; Ability to read, write, and perform basic arithmetic (addition, subtraction). Minimum 21 year of age; Preferred Qualifications 3 months experience operating a forklift or Moffett onloading/offloading a vehicle. 1 year experience driving a semi-truck/trailer OR certification from a driving school. 6 months experience performing in-home delivery OR retail customer service; Requires morning, afternoon, and evening availability any day of the week. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.

Apply here! https://www.classadrivers.com/truck-driving-jobs/detail/2365549?rid=CAD-2365549-fayettevilleNC03-2021&utm_campaign=joblistings&utm_medium=cpc&utm_source=snagajob&rx_campaign=snag101&rx_group=118316&rx_job=CAD-2365549-fayettevilleNC&rx_medium=cpc&rx_r=none&rx_source=snagajob&rx_ts=20210302T090040Z&rx_viewer=978f9bef616e11eb84c72b7a5ed708d8406d14ba97444e819015be5d55111c9c

SANDWICH ARTIST – Subway Franchise #22545-0

Description: The Sandwich Artist® greets and serves guests, prepares product, maintains food safety and sanitation standards, and handles or processes light paperwork. Exceptional guest service is a major component of this position.

Minimum Qualifications: Some high school or equivalent; No previous experience required.

Apply here!

https://www.snagajob.com/jobs/523268200?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PLUMBERS (COMMERCIAL)- Trade Source

Description: Plumbers (Commercial) of all skill levels.

Minimum Requirements: Plumbers must have at least 1+ years plumbing experience; Must be well versed in the following: Copper Pipe and PVC Pipe. Soldering and brazing (soldering/brazing tools are provided); Installing hangers and pipe in ceilings; Hot and cold-water applications; Installing plumbing fixtures; Knowledge of current building codes

Apply here! https://tradesource.com/job/fayetteville-nc-plumbers-commercial-of-all-skill-levels/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION ENGINEERING INSPECTOR- RS&H Company

Description: The Construction Engineering Inspector job duties include tasks related to field inspections, performing design calculations, verifying the accuracy of dimensions and project data, and examining workmanship for conformity to standards. The ideal candidate will be enthusiastic, motivated, possess strong communication, and be a team player.

Preferred Qualifications: Associate's (AAS) degree in Concrete Technology, Civil Engineering Technology, Construction Equipment Systems Technology, or Construction Management Technology; Core Competencies: In addition to the position's skills, education and experience requirements, the following RS&H competencies are considered foundational to understanding performance, now and in the future; Teamwork, Leadership, Change Orientation, Communication, Ingenuity, Client Focus.

Apply here! https://fayetteville-nc.geebo.com/jobs-online/view/id/584441619-construction-engineering-inspector-associate-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FIELD SERVICES ANALYST – SAIC

Description: We are currently seeking a motivated, career and customer-oriented Field Services Analyst to join our team to begin an exciting and challenging career with SAIC. In this role you will: Respond to technical service hardware

requests and break/fix incidents, Support Dell, HP and other notebook, desktops, and monitors; Resolve end user questions or problems in the areas of functionality and technical troubleshooting; Take responsibility for additional follow-up as required to ensure service is fully restored; Ensure a high level of customer satisfaction throughout the service delivery transaction.

Required Qualifications: High school diploma and 1 year of related experience; Active CompTIA Security+ CE certification required (or the ability to obtain within the first 90 days of employment); Excellent oral and written skills, with an ability to understand and predict customer behavior and response to communication; Familiarity with DoD Information Assurance (IA) requirements a plus; Moderate level familiarity of Android and iOS devices; Blackberry BES and MobileIron MDM experience a plus; Outstanding organizational skills; Understanding of desktop and notebook hardware; Ability to remain flexible and adapt to changing priorities with promptness, efficiency, and ease; Must have valid driver's license and reliable vehicle with appropriate insurance; Must be available for after-hours on-call rotation.

Apply Here! https://www.glassdoor.com/job-listing/field-services-analyst-saic-JV_IC1138720_KO0,22_KE23,27.htm?jl=3667904247&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HELP DESK TECHNICIAN – eClerx

Description: Coordinate and/or perform hands-on fixes at the desktop / laptop level, including installing and upgrading software, installing hardware, implementing file backups, configuring / troubleshooting desktop / laptop systems, email clients and applications; Access software updates, drivers, knowledge bases, and frequently asked questions resources on the Internet to aid in problem resolution; Contribute to improving customer support by actively responding to queries and handling complaints; Own and execute IT asset movement; Ability to install and troubleshoot All in One and Laser Printers.

Minimum Qualifications: Proven work experience as a Helpdesk/Desktop Technician; Solid technical background with an ability to give instructions to a non-technical audience; Customer service oriented with a problem-solving attitude; Teamwork skills.

Apply here! https://www.glassdoor.com/job-listing/help-desk-technician-eclerx-JV_IC1138720_KO0,20_KE21,27.htm?jl=3808663622&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

INFORMATION TECHNOLOGY SPECIALIST– Army National Guard

Description: Maintenance of networks, hardware, and software; Provide customer and network administration services; Construct, edit, and test computer programs.

Minimum Qualifications: Interest in computer science; Strong attention to detail; Ability to communicate effectively; Experience in installation of computers.

Apply here! https://goodyear.greatjob.net/en/position/production-associate-fayetteville-nc-fayetteville-nc-us-2?utm_source=a-job+board+feed&utm_medium=web&utm_campaign=xml+feed

CHILD CARE TEACHER – The Sunshine House

Description: Do you want to create a better world? Or make a difference in the lives of children every day? Then we want to meet you! We are always looking for experienced and talented early childhood educators, teachers and caregivers to join our team.

Minimum Qualifications: Less than 1 Year work experience.

Apply here! <https://www.learn4good.com/jobs/fayetteville/north-carolina/education/234697670/e/>

NIGHT SOCKER – PetSmart

Description: Responsible for stocking store shelves, operating forklifts and getting merchandise to the sales floor efficiently.

Required Qualifications: None.

Apply here! https://fayetteville-nc.geebo.com/jobs-online/view/id/425945822-night-stocker-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MACHINE OPERATOR TECHNICIANS – Kelly Services

Description: We're seeking a Machine Operator Technicians to work at a premier manufacturer of filtration products that service today's Major Automotive companies' in Fayetteville, North Carolina.

Minimum Qualifications: Knowledge of proper use of hand tools; Ability to use and measure with precision measuring tools, calipers, micrometers; Ability to troubleshoot equipment and determine root cause of malfunction; High School Diploma or GED; Availability to work overtime, including working on weekends.

Apply Here! https://www.glassdoor.com/job-listing/machine-operator-technician-kelly-JV_IC1138720_KO0,27_KE28,33.htm?jl=4015154227&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

VETERINARY ASSISTANT – Banfield Pet Hospital Careers

Description: The Veterinary Assistant is a key member of the hospital team who supports and assists the veterinarians and veterinary technicians, ensuring the safety of pets, clients and other associates, and the continuity of quality veterinary care.

Minimum Qualifications: Certificate of completion from a NAVTA-approved veterinary assistant program or the equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. High school diploma or equivalent preferred.

Apply Here!

http://jobs.jobvite.com/banfield/job/o81BafwE?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LAB TECHNICIAN – InnoSource

Description: Our Fortune 500 client in the automotive industry is currently seeking applicants for a Lab Technician/ Quality Control position in Fayetteville, NC! The qualified candidate will be working in a very fast paced environment where they are responsible for receiving rubber from the plant and testing that rubber to ensure that it meets certain standards. They are also responsible for making sure the equipment in the lab is clean and running correctly.

Minimum Qualifications: High school diploma or equivalent; Willing to work day or night shift; Computer savvy; Previous manufacturing experience; Quality experience preferred; Must be comfortable working in a fast-paced environment; Must have a steady work history; Must be detail oriented; We conduct a background check and hair follicle drug screening of all applicants in accordance with applicable law.

Apply Here! https://www.innosource.com/find-a-career/job-search/job-detail?id=10514&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LOGISTICS MANAGEMNET ANALYST– Clearance Jobs

Description: Develop, coordinate and administer logistics actions to support property transactions; Act as the unit armor in support of all customer entities; Facilitate issue, turn-in and maintenance of sensitive items; Maintain master authorization list; Ensure monthly inventories and services are performed IAW technical publication; Coordinate ammunition request and turn-ins for training ranges; Must be available during off-duty hours for emergencies or special requirements; Support incoming and outgoing individuals of permanent party and augmented workforce; Assist in logistical training; Assist in the management of lateral transfers.

Minimum Qualifications: Must have prior military service as a unit armor or worked in similar capacity as a government employee or civilian contractor; Must be trained in US Army, Arms Room procedures; Must be willing to work rotational shifts including days, evenings, midnights, holidays and as required; Must be able to lift 50 pounds

Desired Skills: TS/SCI clearance; 5 years of Military experience; Familiar with the SOF community.

Apply Here! https://www.clearancejobs.com/jobs/5303507/logistics-management-analyst-clearance-required?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic