



# Weekly 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

## **INSTALLATION TECHNICIAN – The City of Fayetteville**

Description: The City of Fayetteville is currently recruiting for an Installation Technician for the Police Department to perform a variety of duties associated with installing, repairing and maintaining various types of electronic and communications equipment for the Police Department's marked and unmarked vehicle fleet.

Minimum Qualifications: One year of experience in the installation, repairing, and maintaining electronic and communications equipment. Equivalent to an Associate's degree from an accredited college or university with major course work in electronics, radio communication systems, or a related field. Possession of an appropriate valid driver's license and ability to maintain insurability.

Apply here! <https://www.governmentjobs.com/careers/fayetteville/jobs/2918374/installation-technician?pagetype=jobOpportunitiesJobs>

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## **MAINTENANCE WORKER- TRANSIT – The City of Fayetteville**

Description: The City of Fayetteville's Transit Department is currently recruiting for a Maintenance Worker to perform perform semi-skilled and skilled work in maintenance, repair, custodial and related activities pertaining to transit, to perform a variety of technical tasks relative to assigned area of responsibility.

Minimum Qualifications: Six months of experience performing field maintenance work within the assigned area of work. Equivalent to completion of the twelfth grade. Possession of an appropriate valid driver's license and ability to maintain insurability.

Apply here! <https://www.governmentjobs.com/careers/fayetteville/jobs/2924939/maintenance-worker-transit/apply?pagetype=jobOpportunitiesJobs>

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## **EARLY MORNING STOCKER- PetSmart**

Description: As an **Early Morning Stocker**, you will ensure the store is set up for a successful day. By keeping the shelves stocked with the best solutions and ensuring that it is merchandised correctly, you'll help pet parents find the very best **solutions** for their pets every time they shop!

Minimum Qualifications: This position requires working during non-operating store hours which may include weekends and holidays.

Apply here! [https://careers.petsmart.com/jobs/1213347002-28894444547?lang=en-us&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.petsmart.com/jobs/1213347002-28894444547?lang=en-us&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **MEMBER FRONTLINE CASHIER: Sam's Club**

Description: We are looking for friendly faces to run registers and support our members through the self-checkout experience! The pace can be really fast, especially in the evenings, on weekends, and during a holiday season. There are times when you have to juggle several tasks in a short amount of time while helping members: scanning items, processing payments, and maintaining a clean area—you get the idea!

Preferred Qualifications: Customer Service, Retail experience including operating front end equipment (for example, cash register), Working with mobile retail applications.

Apply here! [https://careers.walmart.com/us/jobs/WD130100-member-frontline-cashier?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.walmart.com/us/jobs/WD130100-member-frontline-cashier?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **CERTIFIED MEDICAL ASSISTANT: Stedman Wade Health Services**

Description: The Medical Assistant will perform certain clinical duties such as taking and recording vital signs, preparing patients for examination and carrying out delegated tasks.

Required Qualifications: Medical Assistant certification.

Apply here! <https://www.indeed.com/job/certified-medical-assistant-d58659f71b7cf164>

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### **MEDICAL/DENTAL FRONT DESK RECEPTIONIST – Stedman Wade Health Services**

Description: The front desk position is one of the most important functions in the health care delivery system and the first point where contact is made personally or by telephone. This person will work as part of the medical office team performing necessary clerical duties to prepare patients for the Check In/Out, Registration, Eligibility and Scheduling process.

Required Qualifications: Medical Front Office: 2 years.

Apply Here! <https://www.indeed.com/job/medicaldental-front-desk-receptionist-6653def6f4f2a02d>

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### **CASHIER – JCPenney**

Description: As a **Cashier** you are accountable for the customer service and sales experience including: maintaining checkout standards; assisting with general operations such as Omnichannel, recovery and inventory; and upholding performance standards relative to shrink/safety and meeting performance standards associated with the role.

Minimum Qualifications: None.

Apply here! [https://jobs.jcp.com/jobs/3837720-cashier?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.jcp.com/jobs/3837720-cashier?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **DELIVERER – Postmates**

Description: Looking for more flexibility than a part-time job in Fayetteville NC? Become your own boss as an independent contractor with Postmates Fleet. No supervisors to bother you; you work when you want to, at the times you want, and get paid instantly within minutes of cashing out in our easy-to-use app. More reliable than a temp job, hourly work, part-time job, or even seasonal work. Driving for Postmates in Fayetteville NC is a fantastic choice for generating income.

Minimum Qualifications: Must be 18 years or older; Have access to an insured vehicle (unless you have a bicycle); You can deliver with a car, truck, van, bicycle, motorcycle, or scooter; Pass a background check; iPhone or Android smartphone.

Apply here! [https://fleet.postmates.com/drive/fayetteville-nc/jobs/hourly?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://fleet.postmates.com/drive/fayetteville-nc/jobs/hourly?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **VIRTUAL CUSTOMER SERVICE AND SALES REPRESENTATIVE - Sykes**

Description: Join us as an Inbound Customer Service and Sales Representative supporting one of our largest Telecommunications clients! You'll shine in this role if you enjoy assisting customers by phone and love the challenge of meeting monthly sales goals. You'll answer inbound customer calls concerning service and equipment and will recommend products and solutions to customers from the safety & comfort of home!

Minimum Qualifications: High Speed Wired Internet; Quiet Workspace; Home Computer needed for required internet speed testing during application process; Testing computer needs to have Windows or Mac; Work computer will be provided if hired.

Apply Here:

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=26564&siteid=5606&jobId=1241863&utm\\_campaign=jobiak&utm\\_source=jobiak&utm\\_medium=organic&source=jobiak#jobDetails=1241863\\_5606](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=26564&siteid=5606&jobId=1241863&utm_campaign=jobiak&utm_source=jobiak&utm_medium=organic&source=jobiak#jobDetails=1241863_5606)

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### **STOCKROOM UTILITY OPERATOR – Cintas**

Description: Cintas is seeking a Stockroom Utility Operator. Responsibilities include general duties throughout the stockroom department as needed, including break, vacation and absence coverage for all stockroom positions. The jobs are all physical in nature and require standing and/or repeated bending, lifting, twisting and stretching during the entire shift. Daily accuracy and productivity of work is necessary for inventory control and accountability.

Required Qualifications: Ability to stand for 7 hours of an 8 hour shift.

Apply Here! [https://careers.cintas.com/job/Fayetteville-Stockroom-Utility-Operator-NC-28306/694664300/?locale=en\\_US](https://careers.cintas.com/job/Fayetteville-Stockroom-Utility-Operator-NC-28306/694664300/?locale=en_US)

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### **LOADER/UNLOADER (4 DAY WORK WEEK) – Cintas**

Description: Cintas is seeking a production Loader/Unloader. Cintas provides a variety of products to a large customer base each day. Those products include uniform garments, carpeted floor mats, heavy duty rubber floor mats, dust mops, shop towels, aprons, hand soap products and air freshener supplies. To load and unload the products results in repeated bending, stretching, twisting and lifting as well as standing for 3 to 7 hours a day. Responsibilities include driving the trucks around the lot and loading and unloading the uniform garments and/or additional facility services products into and out of company trucks. Daily accuracy of products loaded and unloaded is necessary for inventory control and accountability.

Minimum Qualifications: Ability to meet the physical requirements of the position; Qualified candidates must meet all requirements outlined by the Department of Transportation (DOT) or Provincial requirements for driving a regulated vehicle weighing more than 10,000 lbs. In order to comply with DOT requirements, qualified candidates must, prior to their first day of employment; Have an active driver's license; Be at least 21 years of age; Obtain a DOT medical certification; Provide documentation regarding their previous employment; Possess a valid driver's license in good standing; High school diploma/GED; Availability to start within two weeks after offer made/accepted.

Apply Here! [https://careers.cintas.com/job/Fayetteville-LoaderUnloader-%284-Day-Workweek%29-NC-28306/688991100/?locale=en\\_US](https://careers.cintas.com/job/Fayetteville-LoaderUnloader-%284-Day-Workweek%29-NC-28306/688991100/?locale=en_US)

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### **ROUTE SERVICE SALES REPRESENTATIVE (4 DAY WORK WEEK) – Cintas**

Description: Cintas is seeking a Route Service Sales Representative (RSSR) to manage and grow customer accounts in the Rental Division. RSSRs drive a truck along an established route and service and sell within an existing customer base. It is a physical, fast-paced, indoor/outdoor position in which the RSSR delivers and picks up uniforms, shop towels, chemical

cleaning products and other rental items. RSSRs are the face of Cintas to our customers and must work to build rapport with key decision makers, ensure quality standards and pro-actively solve customer concerns.

Minimum Qualifications: Qualified candidates must meet all requirements outlined by the Department of Transportation (DOT) for driving a regulated vehicle weighing more than 10,000 lbs. In order to comply with DOT requirements, qualified candidates must, prior to their first day of employment; Have an active driver's license; Be at least 21 years of age; Obtain a DOT medical certification; Provide documentation regarding their previous employment; A High School diploma, GED or Military Service; The ability to demonstrate a strong customer service orientation; Self-motivation and the drive to work in an environment that relies on teamwork to meet goals; A positive attitude, along with ambition, organization and service spirit.

Apply here! [https://careers.cintas.com/job/Fayetteville-Route-Service-Sales-Representative-%284-Day-Workweek%29-NC-28306/698205600/?locale=en\\_US](https://careers.cintas.com/job/Fayetteville-Route-Service-Sales-Representative-%284-Day-Workweek%29-NC-28306/698205600/?locale=en_US)

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### **PRIVATE SECURITY GUARD – North Carolina Professional Group**

Description: A security guard in Fayetteville, North Carolina patrols and monitors buildings and other areas to prevent or stop incidents, such as theft or violence. Security guards are responsible to answer alarms, and may apprehend or detain individuals who pose a threat to security. A private security guard provides safety for their employers by guarding against violations of the law.. A security guard may also monitor people as they enter and exit the building or perform secure activities, such as handling cash . In a mobile security position, the private guards may patrol and monitor in cars or on foot.

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](https://northcarolinaprofessionalgroup.com/careers/private-security-guard-fayetteville/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **MACHINIST – Goodyear**

Description: As a Machinist, you will be responsible for supporting the manufacturing process by trouble shooting, preventative maintenance, and repair of all tire-related manufacturing, processing machinery and equipment. You will also be responsible for related safety and housekeeping obligations throughout the facility.

Minimum Qualifications: HS Diploma/GED Must be at least 18 years of age Must be legally authorized to work in the US without company sponsorship now or in the future Must be able to successfully complete all post-offer, pre-employment contingencies Ability to work any and/or rotating shifts, weekends, holidays, or overtime if applicable Basic computer skills Must provide basic tools.

Apply here! [https://goodfulltime.jobs/jobs-near-me/machinist-fayetteville-nc-fayetteville-north-carolina/202157328-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://goodfulltime.jobs/jobs-near-me/machinist-fayetteville-nc-fayetteville-north-carolina/202157328-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **LOCAL TRUCK DRIVER- JB Hunt**

Description: J.B. Hunt is home to the best truck drivers in the industry! This shuttle position offers the following to class A drivers; Average annual earnings projected at \$59,900; Daily home time; Dedicated deliveries to a single customer; Immediately earned paid time off; Individual and family benefit options; A company-matched 401k plan Drivers on this account shuttle trailers from the Maxton facility to the warehouse in Fayetteville, NC.

Minimum Requirements: Class A Driver's License.

Apply here! [https://drivers.jbhunt.com/job-7363-5837d5d4-8b41-4b44-8f2f-6655285a1b8f?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://drivers.jbhunt.com/job-7363-5837d5d4-8b41-4b44-8f2f-6655285a1b8f?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **WAREHOUSE OPERATOR 2<sup>nd</sup> and 3<sup>rd</sup> SHIFT DIRECT HIRE– Mann+Hummel**

Description: Exciting Direct Hire Opportunities at MANN+HUMMEL Purolator in Fayetteville, NC. Full Time Employment with Day 1 Benefits (Medical, Dental, Vision, Life Insurance, etc.), 401-K, Growth Opportunities, etc.

Minimum Qualifications: High School Diploma/GED; Must be able to operate a forklift; Must be able to lift up to 50 lbs; Must speak, read and write English; Have an understanding of warehouse management systems; Proven ability to work independently and accurately; Must be able to work weekends.

Apply here!

[https://careers.peopleclick.com/careerscp/client\\_affinia/external/gateway.do?functionName=viewFromLink&jobPostId=3149&localeCode=en-us&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.peopleclick.com/careerscp/client_affinia/external/gateway.do?functionName=viewFromLink&jobPostId=3149&localeCode=en-us&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **STORAGE CENTER WORKER III – PODS Fayetteville**

Description: Responsible for operating forklift to load and unload containers; assist with ensuring a safe and clean working environment, inside and out, for assigned storage center location.

Minimum Qualifications: High School diploma or equivalent; Previous forklift experience required; Ability to obtain Forklift Driver Certification; Possess basic computer skills i.e. data entry and knowledge of Microsoft Office; Possess math skills sufficient to perform required duties; Or an equivalent combination of education, training or experience.

Apply here!

[https://directlyapply.com/jobs/pods/5fd26cd750238500041e2618?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://directlyapply.com/jobs/pods/5fd26cd750238500041e2618?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **COMPUTER APPRENTICE TECHNICIAN – North Carolina Professional Group**

Description: As a Computer Technician Apprentice in Fayetteville, North Carolina, you are responsible for providing computer and telecommunication support for providers and staff, building or configuring new hardware, system troubleshooting, including boot troubleshooting, virus removals, and disk cloning. Computer Technician Apprentices also install and update software packages, and create and maintain computer networks.

Minimum Qualifications: High school diploma required; Self-directed and able to work independently; Friendly and at all times; Pays attention to detail; Must possess excellent communication and customer service skills; Strong planning, organizational, and communication skills are essential; Use consistent good judgment; Ability to read, understand, and follow oral and written instruction; Ability to explain technology in an easily understood manner.

Apply here! [https://northcarolinaprofessionalgroup.com/careers/computer-technician-fayetteville/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://northcarolinaprofessionalgroup.com/careers/computer-technician-fayetteville/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **RECORDS CLERK (STUDENT SERVICES) – Fayetteville Technical Community College**

Description: The successful candidate will: Participate in front counter and call center activities providing information to students in person and by phone; Perform duties in a manner that represents exemplary customer service both to the general public as well as College staff and faculty; Participate in student admissions enrollment process and registration activities, providing information and assistance to students regarding the admissions process, registration process, graduation process, residency issues, forms, deadlines, and requirements; Participate in researching complex problems and discrepancies in records; Inform and clearly explain College policies and procedures to students, staff, faculty, and general public; Respond to difficult requests for information and act as liaison to other College departments and divisions; Perform special projects and assignments as needed; Provide quality customer service to students, faculty, and staff; Perform other related duties as assigned.

Minimum Qualifications: High School Diploma, including or supplemented by experience in specialized clerical and office procedures and/or course work; or equivalent and one year of general clerical experience; Communication skills, both oral and written, are necessary. Must have expert efficiency in Microsoft Office (Excel and Word); (Preferred) An Associate Degree and two years of customer service experience or front office duties and general clerical experience; Expertise in effectively communicating information and providing excellent customer service are essential.

Apply here! <https://faytechcc.peopleadmin.com/postings/5223>

### **BARBER INSTRUCTOR – Fayetteville Technical Community College**

Description: Provide quality instruction for day, evening, and weekend face-to-face and online classes; Incorporate latest instructional technologies in course delivery and utilize interactive learning technologies to engage students in the teaching and learning process; Assist in the design and update of course syllabi, curriculum review, revision, and development; Advise and register students who are in the Barbering program; Assist in program recruitment; Monitor and improve student retention; Periodically evaluate and develop new courses; Revise and update existing courses for relevancy and currency consistent with the role and mission of the college.

Minimum Qualifications: High School Diploma, NC Barber License and NC Barber Instructor License are required; Communication, both oral and written, and computer skills necessary; Applicants not meeting this minimum requirement will not be considered for this position. (Preferred) Certificate, Associate Degree or higher in Barber training from an accredited college or university and two year's experience in a commercial barber shop.

Apply here! <https://faytechcc.peopleadmin.com/postings/5219>