

Working at Home



Best skills for working at home:

Independent Worker	Customer service	Motivation
Self-Discipline	Time Management	Organization
Resourcefulness	Critical Thinking	Decision Making
Problem-Solving	Research	Patience
Technical knowledge/ experience	Self-Manage	

Tips for working at home:

- See [Pro Tips on Working from Home](#)
- Develop and maintain a professional online presence so employers can find you online, and see what you are all about:
 - [LinkedIn](#): Develop a thorough profile and use it.
 - Clean up your online presence: Look for yourself online and remove anything public that is unprofessional.
- Use legitimate opportunities listed below or, if looking for your own, use the tips provided in this guide for how to avoid scams and/or becoming a victim of fraud.

Suggested job sites

Telephone Based

1. **Sykes**
<https://jobs.sykes.com/en-US/page/fp-home>
2. **Advanis**
<http://advanis.ca/careers>
3. **Contract World**
<http://www.contractxchange.com/>
4. **Hamilton Limited**
<https://pizzaordersathome.com>

Transcription

1. **Rev.com**
<https://www.rev.com>
2. **Literably**
www.literably.com
3. **Transcribeme.com**
<http://transcribeme.com>
4. **Scribie.com**
<https://scribie.com>
5. **Way with Words**
<https://waywithwords.net>
6. **Terra Nova – Medical Transcription**
<http://terranovatrans.com>
7. **MModal**
<https://mmodal.com>
8. **Accutran Global**
<http://accutranlobal.com>

Translation

1. **Translator Café**
<https://www.translatorscafe.com/cafe/>
2. **Translatorsbase.com**
<http://www.translatorsbase.com>
3. **Translation Source – In House and International Staffing Opportunities**
<http://www.translation-source.com>

Education

1. **Clarity Learning Consultants**
<http://clarityconsultants.com>
2. **Canadian Management Centre – Independent Contractors**
<http://cmcoutperform.com>
3. **Virtual High School Ontario**
<https://www.virtualhighschool.com>
4. **Aim-for-tutoring – e Tutors**
<http://www.aim4a.com/tutors.php>
5. **Open English**
<http://www.openenglish.com/en/>
6. **Eduwizards.com – online Tutors**
<https://www.eduwizards.com/>
7. **Eleutian – English as a foreign language (EFL) Teachers**
<http://www.eleutian.com/products-and-solutions/meet-our-teachers/become-a-teacher>
8. **Tutor.com**
<http://www.tutor.com/apply>

Content Writing

What you need to know before you begin

<http://www.incomediary.com/step-by-step-guide-writing-blog-post>

1. **Demand Studios**
<https://www.jobmonkey.com/writingjobs/demand-media/>
2. **Heliumnetwork.com**
<https://www.heliumnetwork.com/>
3. **Textbroker.co.uk**
<https://www.textbroker.co.uk/>
4. **Parexel – Medical Writing**
<https://jobs.parexel.com/job/canada/>

Gaming

1. **Alchemic Dream**
<http://alchemicdream.com/careers/>
2. **Games Job Direct**
<https://www.gamesjobsdirect.com/>
3. **UBISOFT**
<https://www.ubisoft.com/en-US/careers/search.aspx>
4. **VMC**
https://www.vmc.com/games/GBTN_Testers/
5. **Create Amazing Games**
<https://unity3d.com/>

Miscellaneous jobs

1. **Virtual Office Temps**
<http://virtualassistantjobs.com>
2. **Work at Home Moms** (not just for Moms)
<https://www.wahm.com/jobs.html>
3. **Upwork**
<https://www.upwork.com>
4. **Fiverr**
<https://www.fiverr.com>
5. **Patreon**
<https://www.patreon.com/>
6. **FreeLancer**
<https://www.freelancer.ca>
7. **Intuit - Accounting/Tax Preparation**
<http://www.intuit.ca>
8. **Clickworker**
<https://www.clickworker.com>
9. **Charity Village**
<https://charityvillage.com/>
10. **We Work Remotely**
<http://weworkremotely.com>
11. **Flex Jobs**
www.flexjobs.com
12. **LinkedIn**
<https://www.linkedin.com/jobs>

What to be aware of

When searching for online job opportunities, you need to be very cautious of fraudulent sites called “scams.” On these sites, people want to steal your money, your identity, or both.

Doing your research will help you avoid these situations. It takes time but is well worth it.

- Read the entire job posting and look for clues, such as misspelled words, inconsistencies, vagueness, requests for money or personal information upfront, a really high salary/wages;
- Use one or more of the scam detection websites listed below;
- Visit the company website and read it. Go to the Careers section if there is one, and look for the job posting there;
- If in doubt, contact the employer but do NOT use your usual email address (develop a fake one) and do NOT reveal personal information
- Do not send money unless you are 100% certain the opportunity is legitimate.

Pro Tip: If the opportunity looks too good to be true, it usually is and may be fraudulent.

Websites to help with scam detection:

- www.scamadviser.com
- www.glassdoor.ca
- www.urlvoid.com
- www.scamwarners.com
- www.scamcom
- www.scambusters.org
- www.scamdesk.com
- www.fraud.org
- www.fraudlog.com
- www.scamchecker.net
- www.competitionbureau.gc.ca
- www.ontario.ca/page/consumer-protection-ontario