

Getting started with remote work

Tips for working at home – remote work:

Helpful overview: [Pro Tips on Working from Home](#) and [PWC's Essentials of remote working](#)

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. Checkout our workshop on this topic.

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.



Source: <https://careerkarma.com/blog/wp-content/uploads/2019/11/remote-working-guide.pdf>

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Suggested website

Resource shared are for guidance only; we cannot guarantee the authenticity/ wages/ benefits of opportunities shared within those websites. Kindly use your discretion while researching/ submitting any information, last updated - Jul 2021

Telephone Based

Sykes	Advanis
Contract World	Hamilton Limited

Translation

Translator Café	Translatorsbase.com
Translation Source – In House and International Staffing Opportunities	

Transcription

Rev.com	Literably
Transcribeme.com	Scribie.com
Way with Words	Accutran Global
MModal	

Education

Clarity Learning Consultants	Canadian Management Centre
Virtual High School Ontario	Aim-for-tutoring – e Tutors
Open English	Tutor.com
Eleutian – English as a foreign language (EFL) Teachers	

Content Writing

[What you need to know before you begin](#)

Demand Studios	Parexel – Medical Writing
Textbroker.co.uk	

Gaming

Alchemic Dream	Games Job Direct
UBISOFT	VMC
Unity	

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Miscellaneous jobs

Virtual Office Temps	Work at Home Moms (not just for Moms)
Upwork	Fiverr
Patreon	FreeLancer
Intuit - Accounting/Tax Preparation	Charity Village
We Work Remotely	Flex Jobs
LinkedIn	Findyourjob.ca

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.

Good article – [5 Common Work-From-Home Scams \(And How to Spot Them\)](#)

Sample websites to help with scam detection:

www.scamadviser.com	www.glassdoor.ca
www.urlvoid.com	www.scamwarners.com
www.scamdesk.com	www.fraud.org
www.competitionbureau.gc.ca	www.ontario.ca/page/consumer-protection-ontario