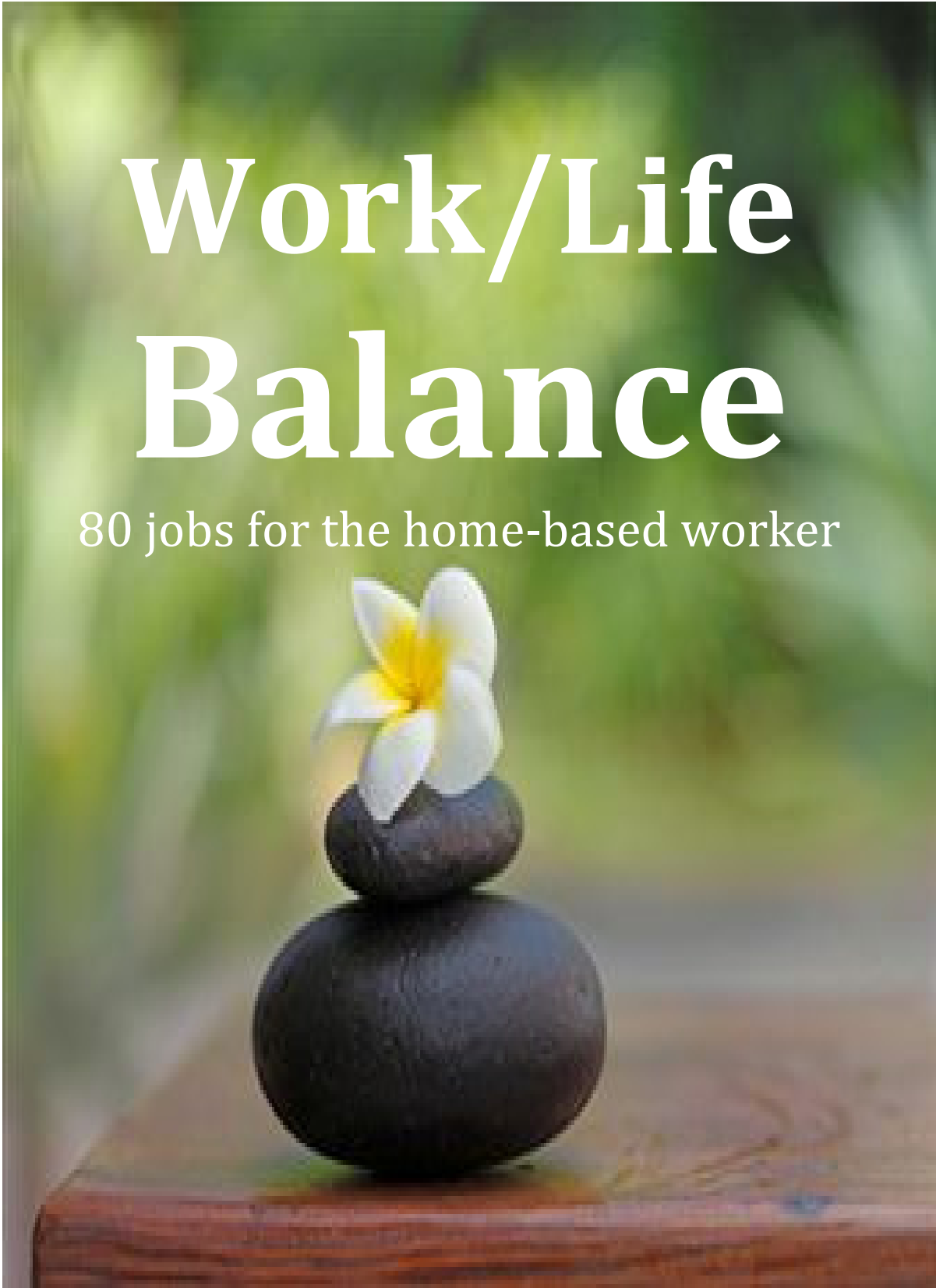


# Work/Life Balance

80 jobs for the home-based worker





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## **Introduction**

The benefits of working from home are infinite. However, as a working parent, the quandary of juggling the needs of your young child with the rigid demands of paid work makes working from home incredibly appealing. Whilst not a substitute for child care, working from home can provide you with the flexibility you desire for ultimate work/life balance – working around your family's routine and childcare/school/kindergarten sessions. Furthermore, cutting back on some major expenses such as commute costs, makes working far more viable for many families.

## **About this Book**

There are many different types of jobs that can be undertaken at home. This book provides an outline of 80 jobs that are suitable, to some extent, for the home-based worker. Some jobs are highly suited to be undertaken from home, whilst others can be done partly from home. There are also some jobs that are highly unsuited for home-based work.

In general, work that can be done using technology such as the internet or computer software is very suitable for a home working environment. On the other hand, however, work that requires a considerable component of customer-facing work, or heavy reliance on specialised or industrial machinery/equipment, is least suitable.

## **80 Jobs for the Home-Based Worker**

### ***1. Academic***

Academics do a lot of writing, reading and research which lends itself perfectly to working from home. It also offers a great deal of flexibility as to when and where your work gets done. Teaching academics do need to spend some time face to face with students but this can usually be done over a condensed timeframe, e.g., two days per week, allowing the bulk of the work to be undertaken at home. There is also a major

shift from the traditional classroom (or lecture theatre) to e-learning where most of the support is offered to students via email and telephone.

## **2. Accountant**

Accountants, Tax agents/advisors and Financial Advisors can spend the bulk of their time processing numbers, forms and reports. This can usually be done flexibly at home. Meeting with clients can be arranged at your home or your clients' home. Once you establish your clientele, a lot of the communications can be done successfully via email and/or telephone.

## **3. Administrator**

Processing forms, data entry, reporting, filing and online communications are typical tasks of an administrator. These easily lend themselves to flexible work modes and of course, working from home. Many businesses have their own designated software systems that manage their internal administrative tasks. With the ease of the internet these days most of these systems can be accessed online which means you can usually set up your pc or laptop to easily access these systems from home.

## **4. Advertising Buyer**

A lot of this kind of work involves telephone, internet, email and or fax communications. This can be set up reasonably easily and affordably in your own home.

## **5. Advertising Sales**

This kind of work requires a fair bit of telephone talk time. Whilst it can easily be done from home you may be restricted to working business hours if your sales targets are other businesses. If your work requires face to face customer contact, perhaps you could do this at your clients' site.

## **6. Analyst**

The role of an analyst usually requires a computer and internet access which can usually be set up easily from home. There are many different types of analyst roles including financial, academic, business, insurance, statistical, policy and environmental. If specific software is required you

will need to negotiate with your employer to provide this for you, or it may already be licensed and available to you.

### **7. *Antique Dealer / Restoration***

Working with antiques can be done quite flexibly from home, particularly the restoration aspect of it. The trade aspect of it (i.e., buying and selling) might require some time away from home. However, with the proliferation of the internet, a lot of trading can be done online without the need to leave the comfort of your own home!

### **8. *Architect***

An architect's work can be done partly from home and can also be done flexibly around your family's routine. The aspects you need to consider before transferring your work from home if you are an architect are: provision of a drafting table (if required) and a pc with relevant software. Perhaps your employer can provide these for you, or if you are self-employed your tools are your trade, so you will need to invest in those necessary to get your job done professionally. The other important factor is the room or space in your home to house your drafting table and any other equipment, if required.

### **9. *Aromatherapy***

There are many different aspects of aromatherapy: some involve client contact, some require making products, others involve writing and researching remedies and combinations of potions. This type of work can mainly be done from home; however, if you require fact to face client contact you may also require to set up a room or space in your home that is suitable for this.

### **10. *Artist***

What better place to be creative than in your own home? Being within the home environment can be highly conducive to creativity especially because it provides the familiar, relaxed atmosphere required to produce your best works. Plan your work time carefully as interruptions may hinder you or add frustration when concentration is required.

### **11. Beauty consultant**

There are various aspects to providing beauty services. If you provide face-to-face services you can do this from your home, as long as you comply with your local council's regulations. Also, you need to consider how you will manage your clients appointments in conjunction with your child caring responsibilities. If you have planned to use either formal (e.g., long day care) or informal (e.g., grandparents) to help care for your children, consider restricting client appointments to those specific times or days of the week.

If child care is not an option, why not consider applying your skills in a non-service area, for example, selling online beauty products, writing beauty articles, selling party-plan, etc.

### **12. Bookkeeper**

A Bookkeeper records the financial transactions of businesses or individuals (or other financial entities), usually using a computer and accounting related software. Some bookkeepers are employed by an employer, however, you can also consider working for yourself.

Bookkeepers reconcile and balance accounts, record transactions and prepare an entity's financial reports (e.g., Business Activity Statements).

The tools you are most likely to require are a computer, internet access, a calculator, filing system and computer software packages (MYOB or other accounting software).

### **13. Business Analyst**

A Business Analyst performs analytical work pertaining to the specific requirements of a business. This might include any one or a combination of the following: financial, operational, strategic, marketing, etc.

The qualifications required to perform this role are usually at a minimum of Bachelor's Degree. Depending on your employer and role, this may need to be in a specialist area, for example, financial analysis.

Typical tools required to undertake this job from home include a computer, internet access, email system, and specialist software to undertake your analytical work (this depends on the area of work and could be as basic as a spreadsheet package, or more specialised software).

#### **14. *Business Owner***

Becoming self employed can often provide you with the liberty to choose to work from home or work more flexible hours. There are many different types of businesses you can undertake from home, based on your skills, knowledge and interests.

Before you start your home-based business, be sure to check with your local council to ascertain what restrictions, by-laws, registrations, permits, etc., are required for you to run your business from home.

#### **15. *Cake Decorator/Maker***

If cake making or decorating interests you, why not look at undertaking this kind of work from your own home? The job prospects for this kind of work from home is limited, however, not impossible. There may be more opportunities to undertake this kind of work as a small business owner, as opposed to being an employee.

Cakes can be sold to retailers, including cake shops, cafes, restaurants and wedding planners. Cakes can also be sold directly to the public via school fetes, charities, markets, online, etc. However, you would need to check with your local council for restrictions in dealing with public, deliveries and you might also require a permit for food preparation.

#### **16. *Caterer***

Catering involves the preparation or cooking of food and this can be done in your own home for an employer or for your own business. Each local council has its own set of regulations, with specific requirements,

restrictions and permits, etc., so be sure to check with them prior to embarking on your catering work from home.

Many home-based caterers run their own business, so why not consider going solo and establishing your own catering business?

Catering opportunities are extensive in terms of range, covering many aspects of food, for example: chocolate making, lunches, party food, corporate events, drinks, finger food, novelty food, formal events, etc.

### **17. *Child minding***

There are various forms of child minding and can include: child care, family day care, babysitting, nanny services, etc. Typically, those that can take place in your own home can include family day care, babysitting and nanny services.

Family Day Care services are usually regulated by your local council and you would need to contact them for information on how to set up your own home to provide Family Day Care services.

Babysitting is more informal and is not regulated by any body or agency. To become a Nanny, most employers prefer you to work in their home and usually require First Aid or CPR training.

In Australia it is advisable (and often necessary) to obtain your 'Working with Children' check, which you can do by visiting your local Australia Post outlet.

### **18. *Colour Consultant***

A colour consultant offers specialised support in developing colour schemes for residential, industrial, commercial and retail projects. Colour consultants understand how colour affects people in their every day lives and can provide guidance in choosing a colour scheme that is aimed at meeting the objectives of the individuals or business requirements.

These consultants are also in tune with the latest interior and fashion design and decoration trends.

### **19. Computer operator**

A computer operator controls and monitors computer systems and ensures they run smoothly for an organisation and/or their clients. Typical tasks include troubleshooting of software or hardware problems, batch processing, online availability and documentation.

The internet and mobile computing has broadened the options for the information technology industry and offers more mobility and home working opportunities for its workforce.

### **20. Computer programmer**

A computer programmer writes, designs, tests, debugs and implements computer software programs. Another term for this profession may include Analyst Programmer or Computer Analyst.

As per the above occupation, if the tools and resources are available at home, this job can be undertaken remotely.

### **21. Consultant**

A consultant is a specialist in any given field. Choose a profession or area that you have specialised in with appropriate qualifications, training and industry experience, and market yourself as a consultant in this field. Establishing a home-based working environment will largely depend on the tools required for your chosen area of specialty.

### **22. Counselling**

Counsellors are trained in talking with individuals or groups about their problems or issues. It has become increasingly popular in recent times to engage with a counsellor via telephone or internet hook up, which would be highly amenable to working from home.

### **23. Data analysis**

Data analysis is the process of arranging, sorting, analysing and reporting on data. Most of this work is usually highly dependent on a computer and specific computer software. With the wide applicability of the internet, many of these roles can be undertaken remotely via internet connection, from home.

### **24. Data Entry**

Data entry involves entering data into a computer software system / database. The source data might be in an electronic file, voice data or a paper based source.

Many databases can be accessed via the internet, which makes this highly accessible to the home-based worker – in which case you would need to have access to a reliable internet connection and a computer.

### **25. Designer**

Designers design new and innovative items or products, including fashion, art, graphics, furniture, jewellery, hats, accessories and much more. Each design specialty area requires its own set of tools to perform the work to your best ability. Working as a designer can be undertaken for an employer, or for yourself, as a freelancer or small business owner.

### **26. Direct Mail Coordinator**

Direct mail involves various aspects of coordination from database management, data entry, printing, labeling, processing or sorting envelopes and other mail items. This role is generally suitable to be undertaken from home, but there are local council regulations regarding the limitation of how many deliveries or couriers attending daily one's home. This is generally to maintain minimal disruption to residential zones. Check these details with your local council to ensure your work or business abides by these regulations.

### **27. Draftsperson**

See 'Architect'.

## **28. Dressmaker**

Dressmaking involves the creation of clothing. This can be undertaken by hand or by the use of various types of sewing/dressmaking machines. Dressmaking can be undertaken as an employee, subcontractor or a self employed business owner.

Local by laws limit the extent of commercial/industrial operations that are undertaken in a residentially zoned premise, therefore, it is always best to check with your local council if the types of machines and/ or the extent of your work/business is feasible and acceptable to be undertaken at home.

## **29. Event manager**

An Event Manager plans, coordinates, and organizes the special occasions for social, marketing, business or personal events. This could include sporting club events, wedding celebrations, a business promotional event, birthday parties, a music festival, etc.

A lot of the planning and coordination aspects of this role can be undertaken from home, with the telephone and internet providing valuable tools to source, investigate and secure venues, suppliers and also to liaise with clients. Other aspects of this role may involve personal face to face interaction with clients and suppliers, especially when sourcing items and supplies for the event. For this part of your role you would most likely need to travel to your supplier's premises to review their products/services.

## **30. Export consultant**

Export Consultants offer specialised support for businesses or organisations who are seeking to export their products or services. The services offered can range from market analysis, local supplier / partner sourcing, advising on the export process, providing guidance on international legal and other requirements, etc.

### **31. *Fashion buyer***

Fashion Buyers source stock for one or more retailers. Whilst the buying itself is usually done in person, and often requires travel – local, interstate or overseas – the planning, researching, sourcing and appointment setting can all be undertaken from your own home.

Fashion Buyers can work as freelancers/small business owners, or can work for an employer.

### **32. *Feng Shui Consultant***

A Feng Shui consultant advises clients on pertinent issues in accordance with the Feng Shui principles – the ancient art of ‘placement’. This could include issues relating to the placement of one’s home, office, business, etc. Some consultants work mainly from home and also spend some time meeting and assessing their clients’ home/work/business.

### **33. *Financial Advisor***

See ‘Accountant’.

### **34. *Fitness instructor***

As a fitness instructor (or personal trainer) you can base your business from home, where you manage the coordination, administrative, marketing and communications aspects from home, yet you may need to conduct your core services either at a gymnasium, park or clients’ site.

### **35. *Freelancer***

A freelancer usually works as a small business owner, taking on work either on a project or contract basis. Whilst most jobs can be freelanced, some are more amenable to this mode of engagement due to the high frequency of project-oriented work. Similar legal and tax obligations exist for freelancers, as they operate as a small business owner.

Try the following sites for some freelancing opportunities:

1. [www.freelancer.com.au](http://www.freelancer.com.au)
2. [www.elance.com](http://www.elance.com)

### **36. Furniture Restorer**

Furniture restoration involves the repair and upholstery of modern, period and antique furniture. Whilst this work may be undertaken from home, there are council restrictions and regulations which prohibit traffic, noise and pollution, therefore, you would need to check with your council so that your work/business complies with all these.

### **37. Graphic Design**

Refer 'Designer'.

### **38. Help Desk Support**

See 'IT Support'.

### **39. Human Resources Consultant**

A Human Resources Consultant provides services in relation to recruitment and management of personnel within businesses and organisations. Human Resources Consultants can advise and guide employers on issues pertinent to a range of staffing issues, including compensation, hiring, performance management, organisation development, safety, wellness, benefits, employee motivation, communication, administration, and training.

Whilst the bulk of this work can be undertaken remotely (i.e., from home) meeting clients or job candidates can be done at a separate location. Some self employed Human Resources Consultants hire meeting rooms – whether at a local business services centre, or a city-based office - to undertake their face-to-face meetings.

### **40. Insurance Broker**

Insurance Brokers provide guidance, advice and support for business, organisations and individuals, pertaining to their insurance requirements. They often are the stepping stone between their clients and the insurance providers. Some insurance brokers specialise in a particular area, including commercial insurance, health insurance, superannuation, life insurance, etc.

#### **41. Interior Designer/Decorator**

An Interior Designer/Decorator designs the interior space of a building or house – from the decoration, to themes and styles. This can include flooring, window furnishings, lighting, doors, walls, etc. See also 'Colour Consultant'.

Whilst there is a significant proportion of 'leg work' required of this job which requires physically attending clients' and suppliers' premises, there are some aspects of this work can be undertaken from home. This includes tasks such as research, planning, telephone discussions, written reports, administration, etc.

#### **42. Inventor**

Working from home can be highly conducive to creativity, so what better place to muster up your creative flair and invent something new and innovative? Obviously if machinery or plant equipment is required to undertake your invention, testing, etc., consult with your local council prior to establishing your work from home.

#### **43. Investment Advisor**

See 'Accountant'.

#### **44. Ironing/ laundry help**

Ironing / laundry businesses can be operated from the business owner's residential premises. If you are interested in pursuing this idea, be sure to speak with your local council to obtain guidance on their regulations and requirements for these kinds of businesses and how they are may operate from a residential premises.

#### **45. IT Support**

IT Support involves providing help to technology users. This might include HelpDesk support where users phone in or email their IT problems to you, or it might involve an ongoing maintenance of a system, software or hardware.

The internet and cloud computing provides ample opportunity and ease for these kinds of roles to be undertaken remotely or from home. IT Support can be undertaken for an employer or it can be undertaken as your own business.

#### **46. Jeweller**

Jewellers create jewellery from precious stones and metals or from man-made stones, beads, etc. Some jewelers work from home and use the internet as a selling channel for their productions, whilst others sell to retailers, markets, etc.

#### **47. Journalist**

A Journalist reports on news or topical issues for publications including magazines, newspapers, bulletins, etc. Other media outlets also hire staff and contract/freelance journalists including television, radio and internet web sites.

Journalists often utilise a personal computer to write their stories/articles/news and make use of the internet for research and communications. Journalists are often mobile workers as they may need to travel to locations to get a personal perspective on the issue or story they report on.

See also 'Writer'.

#### **48. Landscape designer**

A Landscape Designer provides guidance on the design of landscaping, for gardens and parks. This could be for residential or commercial premises. This kind of work could include design or maintenance and it might be for an employer, or working as a sub-contractor or freelancer.

Whilst this work relies on being present in a specified location of work, a lot of the design, planning, sourcing and supplier negotiations can be undertaken from home.

**49.      *Lawyer***

A Lawyer is a legal practitioner providing specialist services in managing one's legal matters. This could include many aspects including business, family law, criminal and personal injury claims.

Lawyers can work from home for most or part of their work requirements. They can be employed or they can work independently as a small business operator.

**50.      *Legal Advisor***

See Lawyer.

**51.      *Life Coach***

A Life Coach provides personal or professional coaching or mentoring for individuals or groups. They could focus on specific specialty areas, such as careers, business or relationships, or they may provide generalist mentoring services. Most of the opportunities to work in this field are via self-employment.

**52.      *Marketing Consultant/Assistant***

A Marketing Consultant or Assistant provides guidance on the Marketing process. This could include many various aspects, including branding, advertising, promotions, collateral, event management, website design/content management, etc. This work could be undertaken for an employer, or it could be for your own business.

**53.      *Media Consultant***

A Media Consultant advises on media relations issues. They can also provide media training, crisis communications & public speaking skills training.

This type of work involves a lot of telephone contact, internet access for research and communications. A Media Consultant can work for an employer or they can work for themselves as a freelancer or small business owner.

#### **54. *Mortgage Broker***

A Mortgage Broker provides specialist advice on mortgage lending, offering services to source, apply and secure an appropriate mortgage lending agreement between his clients and a suitable lending institution.

Whilst there is a significant face-to-face aspect of this job, requiring client meetings, there is also ample opportunity to undertake the sourcing, negotiating and administration aspects of this role at home.

#### **55. *Mothercraft Consultant***

A Mothercraft Consultant provides specialist services in areas relating to the care of babies and mothers. This could include sleep and feeding routines, breastfeeding, parenting, etc. Many Mothercraft Consultants work independently, via their own small business operation.

#### **56. *Natural Therapist***

Natural Therapists practice in natural medicines or therapies, including aromatherapy, reflexology, massage therapy, naturopathy, iridology, etc. This work can often be flexible and many Natural Therapists operate on a part-time basis from home.

Before embarking on this kind of service from home be sure to check with your local council for any restrictions or permits required.

#### **57. *Office Support***

See 'Administrator', 'Bookkeeper', 'Virtual Assistant'.

#### **58. *Online Store Operator***

Online stores operate 24x7, relying on internet technologies to automatically process orders and enquiries. Bypassing the bricks and mortar shop front often means greater start-up savings and less barriers to entry. Many online store operators work from home, however, what you are selling, the quantity and size of your products may drive the location requirements of your warehousing and logistical needs. Obviously, smaller items or services can be accommodated from a work

from home situation; whereas, selling large quantities or large-sized items may require you to secure a storage or warehouse facility.

**59. Party planner or hire**

See 'Event Manager'.

**60. Personal Assistant**

See 'Virtual Assistant'.

**61. Personal trainer**

See 'Fitness Instructor'.

**62. Photographer**

Photographers use their skill and creative ability to capture and process photographs for clients. Some photographers specialise in their preferred area of work, ranging from weddings, portraiture, commercial or photojournalism.

If a photographic studio is required, assess whether your home has the scope to offer this. Also, check with your local council for regulations or permits.

**63. Project Manager**

A Project Manager manages specified projects for successful delivery and implementation. This could be for almost any industry, across many business types. Whilst large scale projects are often very complex and involve direct personnel management, there are usually specific aspects withing the planning, monitoring and measurement components of a Project Manager's role which can be undertaken from home.

**64. Public Relations Consultant**

See 'Media Consultant'.

**65. Publisher**

A Publisher publishes written and audio works. The work is multi-faceted and could involve planning, coordination, communication, editing, designing, production and distribution. Some of these aspects can be

undertaken from a home-based environment, depending on the size and scale of the business.

**66.        *Receptionist / telephonist***

A Receptionist answers the incoming telephone calls and enquiries for a business or organisation. Typically, this kind of work used to rely exclusively on at-work employees. However, in recent years, there has been a prominent shift for this type of work to be undertaken remotely.

The internet and other technologies allows for remote handling of telephone enquiries which can easily be transferred to remote locations.

**67.        *Researcher***

A Researcher sources, investigates, analysis, documents, presents or reports on information. The internet is an essential tool for researchers who use this to search for information and communicate with networks, clients, etc. As there are various types of research work possible, it is important to understand the requirements of your job in order to ascertain the suitability of working from home. For example, some scientific or clinical researchers need access to specific equipment and instruments which are not readily available for the home based worker. If this is this case, perhaps consider what part of your job can be work-based and that which can be undertaken from home.

**68.        *Sales consultant***

Sales Consultants sell products or services. They are typically mobile workers and often need to travel to meet clients or deliver goods. However, for some Sales Consultants, a large proportion of their work can be undertaken from home. This would involve administration, research, appointment setting, phone calls, etc.

**69.        *Secretary***

See 'Virtual Assistant'.

**70.        *Survey participant***

A Survey Participant partakes in surveys, providing their personal feedback or experience of a product, service or company/organisation.

There is a constant demand for suitable consumers and target markets to be involved in surveys and these often will pay for your opinion and response. You can register with survey recruiters, market research agencies either by contacting them directly or applying online. Note: Participating in surveys is not a job but provides a source of possible ad hoc and indefinite income.

**71. Tax Advisor**

See 'Accountant'.

**72. Technical Writer**

See 'Writer'.

**73. Telemarketer**

A Telemarketer markets a product or service via the telephone. Many of these jobs are based in call centres, however, modern technology allows for these roles to be successfully undertaken from home. Technology such as Voice over IP provides for voice data (calls) to be made over the internet which considerably reduces the cost of telephony and opens up huge possibilities for the home based worker.

**74. Transcriptionist**

A Transcriptionist transcribes data from one source to another. Usually this is from a voice recording to a typed electronic document. Transcriptionists can specialise in a particular field, for example, medical, legal, business or scientific. This enhances the skills of the transcriptionist who may come in contact with specialist terminology within their chosen role.

Transcriptionists can work remotely (from home) for employers, or for themselves, as a self employed small business owner.

See also 'Virtual Assistant'.

**75. Upholsterer**

See 'Furniture Restorer.'

## **76. Virtual Assistant**

A Virtual Assistant is a Personal Assistant who undertakes the work from a remote location. This job can include administrative tasks, executive support, secretarial support, dictating/transcription, diary management, corporate travel coordination, word processing, filing, correspondence handling, data entry, etc.

Access to standard business equipment is required for this role, and may include: telephone, computer, email system, business software such as word-processing, spreadsheet, fax, printer, etc. An ergonomic workstation, including desk, chair and lighting is also recommended.

Virtual Assistants can work from home to support a manager or executive who travels a lot, or who is based interstate or overseas.

Opportunities for Virtual Assistants are usually via self-employment, however, more and more executives are realising the benefits of hiring their assistants virtually. Therefore, there is reasonable scope to undertake this role from home, or at least partly from home, for an employer.

## **77. Web Content Writer**

See 'Writer'.

## **78. Web Designer**

A Web Designer plans, designs and creates websites for businesses, organisations, clubs, individuals or other parties. Web design is highly appropriate to undertake from home as the tools required to undertake this role are usually accessible via the internet, and may also include general business tools such as a computer, email system, etc.

Web Designers can work for an employer, they can contract/freelance their services to several employers, or provide their services as a small business operator.

**79.      *Wedding Planner***

See 'Event Manager'.

**80.      *Writer***

Writing is highly amenable to working from home: your most valuable tool being a personal computer and an appropriate word processing software package. Some writers also research, so a reliable internet connection would also be beneficial. Additional tools that would positively impact your work from home endeavour as a writer include: an ergonomic workstation (desk/chair/lighting, etc.), email system, printer and a filing system.

Opportunities for writers exist in various forms, ranging from business writing, marketing and branding, technical writing, journalism, online content writing, and self publishing.