

Stay at home Mom to do BookkeepingOffice Work in My Home (Carmel, IN)



Location **Indiana**
<https://www.genclassifieds.com/x-509542-z>

Hi~ I am a busy mom, small business commercial property owner. I am looking for a stay at home mom, who is can do the following tasks:

open mail and file
pay bills
enter monthly expenses onto an excel spreadsheet
enter monthly rental payments onto an excel spreadsheet
make phone calls to tenants as needed
schedule contractors as needed for apartment repairs
post ads on craigslist and apartment web sites

I would like someone 1 day a week, preferably M-F. I am estimating 6 hours will be an adequate amount of time. The time frame and actual amount of hours can be adjusted, depending on your availability. The beginning rate of pay is \$10 an hour, as a contractor. I would prefer someone who lives on the Northside, as the winters can make longer travel times difficult.

Please reply only if you are a female and only if you can work from my home. Please share your prior work experience and list of skills.

Thank~



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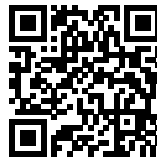
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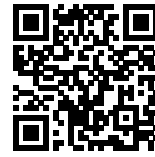
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