

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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