

Below are the 7 categories that [WebSolutions4ll.net](http://WebSolutions4ll.net) work@home company listings are divided into. They describe the general tasks required for the available jobs.

## CUSTOMER SERVICE



When doing customer service from home, the company will route the calls to your home phone via their internal routing system. You would then proceed to enter any necessary information into the companies data base via your PC in order to assist with the customers concerns and / or requests.

## ADMINISTRATION



When doing administration from home, agents perform duties via their PC such as bookkeeping, accounting, setting up and/or maintaining company client accounts, auditing & filing for the company you work with.

## TRANSCRIPTION



When doing transcription from home, the company will send you audio or video files for you to transcribe into a written / typed document. The company will send you the files via their internal system which is usually the same system you'll use to turn in your completed work.

## EDUCATION



When involved in education from home, instructors generally tutor students, proof read material & develop course curriculum's. This is done on your PC via the company's internal database, online chat system, email or home phone.

## DATA ENTRY



When doing data entry from home, agents usually enter and/or update various types of company information in their internal database via your PC by keying it in, electronic data transfer or by scanning the information.

## SALES



When doing sales from home, agents sell products & services for the company via inbound or outbound calls. Inbound = calls routed to your home phone via the company's internal routing system. This job also usually entails entering the customers order information into the company's internal database via your PC for them to later process.

## GENERAL



The companies listed under the General category contain various positions that do not fit under the other six categories above.

Document Courtesy of [Websolutions4all.net](http://Websolutions4all.net)