



<https://remotejobrecruiting.com/job/ai-systems-setup-coordinator-remote-role-beginner-friendly-training-included-no-tech-experience-needed/>

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## AI Systems Setup Coordinator | Online Role | New-Worker-Friendly Training | No Technology Experience Needed

### Description

Looking for a remote position where you can build real-world digital skills without prior experience or a college degree? This entry-level opportunity is built around a modern demand—helping businesses automate simple workflows using AI tools. You'll learn how to assemble backend systems that handle follow-ups, appointments, and lead tracking without needing coding or customer interaction.

The experience begins with a **completely free, beginner-focused 5-day training**, designed to walk you through the process of setting up your first automation from scratch using intuitive tools. It's hands-on, practical, and built for those brand new to the digital workforce.

### What You'll Learn to Build

During your onboarding, you'll construct a working automation system that includes:

- A lead intake form that routes customer information
- Automated scheduling through calendar tools
- Email and text message reminders
- CRM-style organization of contact information
- Smart triggers that manage tasks without manual oversight

You won't be left to figure things out alone. The process is guided and step-by-step, even if you've never worked in tech before.

### What This Skill Can Do for You

After you complete the onboarding, you'll understand how to:

- Build backend systems businesses rely on for day-to-day operations
- Use drag-and-drop platforms to deploy smart automation
- Support remote teams by handling the "invisible" work that keeps systems running
- Customize templates for different business needs and industries
- Contribute to operational support without being customer-facing

It's a launchpad into one of the fastest-growing digital skills on the market.

### Who This is Designed For

### Hiring organization

Remote Tech Jobs

### Employment Type

Full-time, Part-time, Contractor

### Industry

Customer Service

### Job Location

Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

This opportunity is well-suited to:

- Remote work beginners or career changers
- Process-minded individuals who enjoy structured tasks
- People interested in tech and AI who want a non-intimidating starting point
- Freelancers or support workers looking to upgrade their skillset
- Anyone looking to build something functional without needing to write code

If you're organized, detail-focused, and ready to follow clear directions, you'll feel at home here.

## What You Won't Need

To succeed, you don't need:

- A degree or resume
- Prior remote work experience
- Customer service or sales skills
- Advanced computer knowledge
- To purchase anything at any point during training

Everything runs on your web browser and is included with no cost to you.

## Why This Role Is Timely

More businesses are adopting AI—but implementation is still a challenge. The people who know how to build and configure workflows are in demand. You'll learn to become one of them.

Rather than compete in saturated job markets, this approach gives you a niche skill that's scalable, flexible, and 100% remote-friendly.

## What You'll Have at the End

By completing the onboarding, you'll walk away with:

- A functional backend system you've built yourself
- Reusable templates for client or personal projects
- Familiarity with tools used by digital operations professionals
- A confidence boost from learning a complete system, not just concepts
- A new, portable skill you can apply across roles, industries, and services

It's an asset you'll use far beyond the initial training.

## FAQs

### Is this a job or a course?

This is a hands-on onboarding experience that simulates work done in real-world automation and support roles. While not formal employment, it's designed to train you in a service businesses are already hiring for.

### Is the training really free?

Yes. You'll never be asked to pay for the 5-day onboarding.

### Do I have to interact with customers or sell anything?

### Base Salary

\$ 5000 - \$ 10000

### Date posted

April 29, 2026

### Valid through

01.01.2029

No. This is backend support training—no sales, no live chat, no phone calls.

**Is this opportunity open globally?**

Yes. As long as you have a device with internet access, you can participate.

**How long does it take?**

Plan to commit 1–2 hours per day across five days. It's self-paced.

## How to Apply

Click the “**Learn More**” button below to access your onboarding. From there, you'll begin your first system build using the same tools digital teams and freelancers use every day.

If you're ready to gain a high-value, beginner-level skill and work independently from home, this is your place to begin.

Click “**Learn More**” now to get started.



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