

APPLY NOW

Entry Level Online Assistant No Prior Experience | \$25-\$35/hr | Remote Worldwide

Description

Job Title: Remote Administrative & Content Assistant (Entry Level)

Compensation: \$25-\$35/hour

Location: Fully Remote – Open Internationally

Schedule: Flexible – 15-30 hours/week

Experience Required: None

Education Required: Not required

About This Role

Our client is adding **entry-level Remote Assistants** to its support teams handling a range of digital operations. If you've been searching for "**entry level work from home jobs**", this opportunity offers the structure of a real position with the flexibility and training beginners need.

This is a great fit if you're ready to begin working remotely without phone calls, complex tools, or hard deadlines. All tasks are written, guided by simple SOPs, and designed to help you build confidence while earning a consistent paycheck.

Core Responsibilities

After completing onboarding, you'll be assigned to a recurring task group that suits your availability and skillset. You'll receive training videos, written guides, and templates for all projects.

Tasks include:

- Responding to internal messages via chat dashboards
- Tagging customer uploads for content, quality, or category
- Reviewing short form documents for formatting or grammar
- Updating spreadsheets and simple databases
- Organizing file libraries and flagging duplicates
- Preparing task summaries or end-of-day logs

Hiring organization

Work From Home Chat Support

Employment Type

Full-time, Part-time

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

Most of your work will happen in shared dashboards using Google Docs, Notion, or proprietary platforms. All communication is written and completed at your pace.

Why This Role Works for Beginners

- Full training provided with no prior experience needed
- No phone calls, no video chats—just written task work
- Consistent work week to week
- You control your schedule
- Clear deliverables and measurable progress

Base Salary

\$ 25 - \$ 35

Date posted

April 29, 2026

Valid through

01.01.2029

Ideal Candidate Profile

- Organized and reliable
- Curious and willing to learn online tools
- Comfortable working independently
- Strong written communication skills
- Basic tech comfort (Google Docs, spreadsheets, copy/paste workflows)

Technical Requirements

- A laptop or desktop computer (Mac, Windows, or Linux)
- Internet speed of 10 Mbps or better
- Typing speed of 40 WPM
- Ability to meet basic task deadlines each week
- Availability for 15–30 hours per week

Compensation & Benefits

- Hourly pay: **\$25–\$35/hour**
- Paid onboarding & walkthroughs
- Weekly or biweekly payments via PayPal, Wise, or bank transfer
- Flexible working hours
- Non-phone role—ideal for quiet workspaces
- Advancement opportunities after 30–60 days (editorial, QA, coordination)

Sample Workday

You start your shift at 11 AM, check your dashboard, and begin tagging 30 new customer uploads. Then, you clean up formatting in a shared document, reply to a message from the internal support channel, and update a short spreadsheet. No calls, no pressure, and no rush—just steady, solo task work.

What Current Workers Say

"I'd never had a remote job before, but this one gave me real structure and actual training. I started part-time and moved into a lead role after 60 days." – Paige N., Kenya

"This job respected the fact that I was new to all this. It helped me learn the tools without making me feel like I had to fake experience." – Arturo D., Mexico

FAQs

Q: Do I need a resume or job history?

No. This job is designed for beginners. We evaluate your skills during onboarding tasks.

Q: Can I work weekends or nights?

Yes. You select availability during setup, and tasks are assigned to your preferred shift blocks.

Q: Is this a freelance gig or real part-time job?

This is a structured contractor role with consistent assignments and weekly pay.

Q: Is it really worldwide?

Yes. As long as you have internet access and meet the minimum requirements, you can work from anywhere.

Apply Now

If you're looking for a legitimate way to get started in remote work with no experience required, this is your chance. **Click the Apply Now button** to get started and begin earning **\$25–\$35/hr** in a flexible, beginner-friendly remote job. Positions open weekly.



Disclosure

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that is the extent of it.

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