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APPLY NOW

Entry Level Remote Assistant Work from Anywhere | \$25-\$35/hr | Training Provided

Description

Job Title: Entry-Level Work from Home Assistant
Pay Rate: \$25-\$35/hour
Location: Remote – Open Worldwide
Schedule: Flexible (15-30 hours/week)
Experience Required: None
Education: No degree necessary

About This Role

Our client is onboarding **Entry-Level Remote Assistants** to support simple digital operations for online teams. If you searched for “**entry level work from home jobs**,” this role offers a fully remote, professionally paid opportunity to start working online—no background required.

You'll help moderate content, organize digital files, respond to customer queries (non-phone), and complete structured support tasks. All work is written and self-paced, with no Zoom calls or client interactions.

Key Responsibilities

Your day-to-day work will vary slightly depending on task type and your chosen shift times. Tasks are written, solo, and require attention to detail.

Typical responsibilities:

- Responding to help desk tickets via chat dashboard using saved replies
- Reviewing content for accuracy or formatting issues
- Organizing files or tagging listings in Google Drive or internal tools
- Uploading data to shared dashboards or forms
- Logging completed work and submitting status updates

All work is guided by clear templates, training videos, and documentation. No phone communication required.

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

Perfect for Candidates Who...

- Are new to the remote work world
- Prefer structured tasks over live communication
- Need part-time work that fits around family, study, or another job
- Want predictable pay for measurable tasks
- Are detail-oriented and learn well from written guides

Base Salary

\$ 25 - \$ 35

Date posted

April 29, 2026

Valid through

01.01.2029

Basic Requirements

- Laptop or desktop computer
- Reliable internet connection (10 Mbps minimum)
- Typing speed of at least 40 WPM
- English reading/writing proficiency
- Availability for 15–30 hours/week
- Ability to complete self-paced training and follow written SOPs

Compensation & Benefits

- **\$25–\$35/hour** starting rate
- Paid onboarding and setup
- Weekly or biweekly payments via PayPal, Wise, or bank transfer
- Flexible shift selection (early, late, or split)
- Eligibility for bonus pay after 30 days
- Career path into QA, support lead, or document formatting roles

Example Workday

You log in at 6 AM, review 20 product submissions for formatting errors, tag flagged content in a moderation queue, and upload a few revised documents. You submit your summary, check off completed tasks, and sign off before breakfast—all without making a single call.

What Team Members Say

“It’s refreshing to have an online job that trains you instead of assuming you know everything. I started with zero experience and now earn steady income.” – Leila H., Indonesia

"This work-from-home job is consistent, easy to follow, and works perfectly with my university schedule." – Amaan J., UAE

FAQs

Q: Do I need any specific experience to apply?

No. This role is beginner-friendly with full training included.

Q: Can I work from my country?

Yes. This job is fully remote and available to global applicants.

Q: Will I need to be on the phone or attend meetings?

No. This position is completely non-phone and written-only.

Q: When does onboarding start?

New applicants are onboarded weekly on a rolling basis.

Apply Now

If you're ready to begin working from home in a legitimate, structured, and flexible position, this is your chance. **Click the Apply Now button** to get started. This entry-level opportunity pays **\$25–\$35/hr** and offers consistent work and room to grow.



Disclosure

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