

<https://remotejobrecruiting.com/job/flexible-remote-work-assistant-25-35-hr-global-work-from-home-job-with-your-schedule/>

**APPLY NOW**

Flexible Remote Work Assistant | \$25-\$35/hr | Global Work-from-Home Job with Your Schedule

Description

Job Title: Flexible Remote Work Assistant

Compensation: \$25-\$35/hour

Location: Work from Anywhere – Fully Remote

Schedule: You Choose – Days, Nights, or Weekends (15–30 hours/week)

Experience Required: None

Education Required: Not required

Job Overview

Our client is hiring entry-level **Remote Work Assistants** to complete structured, written tasks for digital operations projects. If you're looking for “**flexible remote jobs**” that actually let you set your own hours, this is it. You'll receive consistent work, training, and support while working when and where it fits your life.

This is a non-phone role focused on support, content management, and digital workflows. All tools are provided, and training is paid.

Responsibilities

You'll complete task bundles delivered based on your availability, timezone, and skill level. Assignments are predictable and easy to follow using video and text-based instructions.

You may handle:

- Sorting digital content or uploads into folders
- Formatting documents using templates in Google Docs
- Reviewing flagged posts for quality or compliance
- Copying data into shared spreadsheets
- Tagging files and media based on project requirements
- Logging task completion updates in shared dashboards

All work is completed independently. You'll never have to hop on calls or attend live

Hiring organization

Remote Job Recruiting

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

meetings.

Who This Is For

- People needing work that adapts to their life—not the other way around
- Stay-at-home caregivers, students, night workers, or freelancers
- Individuals new to remote work
- Anyone who values quiet, focused jobs with predictable pay

Base Salary

\$ 25 - \$ 35

Date posted

April 20, 2025

Valid through

01.01.2029

Requirements

- Laptop or desktop computer
- Reliable internet (10 Mbps+)
- Typing speed of at least 40 WPM
- Comfort with reading and following instructions
- Available at least 15 hours per week
- Ability to manage your own workflow

Compensation & Benefits

- **\$25–\$35/hour**, depending on accuracy and reliability
- Weekly or biweekly payments via PayPal, Wise, or bank transfer
- Paid onboarding
- Pick your shifts: mornings, late nights, weekends—your choice
- Bonus pay for consistency and error-free task delivery
- Advancement into specialty roles (QA, formatting, training) after 30+ days

A Typical Work Session

You log in at 9 PM, handle a batch of flagged user reviews, tag 25 uploaded files, and format three documents for a knowledge base. You wrap up with a brief end-of-shift log. Everything is written, structured, and completed on your own time—no calls or interruptions.

What People Love About This Job

“I finally found remote work that fits around my schedule, not the other way around. I work evenings and still have my days free.” – Davina F., Jamaica

“This job respects your time and lets you pick your own hours. It’s flexible without

being chaotic.” – Jae W., Malaysia

FAQs

Q: Do I have to work a specific shift?

No. You choose your availability during onboarding.

Q: Do I need experience with remote work?

Nope. Training is built for beginners.

Q: Are there any meetings or calls?

No. This is a 100% non-phone, written role.

Q: Can I work from outside the U.S.?

Yes. This role is open to all qualified applicants worldwide.

Apply Now

If you're ready to earn **\$25–\$35/hour** doing **flexible remote work** on your terms, this is your chance. **Click the Apply Now button** to begin. New onboarding waves are launching weekly.



Disclosure

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