

APPLY NOW

Remote Admin Support – No Experience Needed | \$25–\$35/hr | Work from Anywhere, Flexible Hours

Description

Job Title: Remote Administrative Assistant (No Experience Required)

Pay Rate: \$25–\$35/hour

Location: Remote – Open Worldwide

Schedule: Flexible (15–30 hours/week)

Experience Required: None

Education: Not required

Job Summary

Our client is hiring multiple **Remote Administrative Assistants** to help support their global operations team with simple, repeatable tasks that require no phone interaction and zero past experience. If you've been searching for **“work from home jobs no experience needed,”** this is your opportunity to begin earning steady income from your own space on your own schedule.

This role is built for beginners—people who want remote flexibility, paid training, and an easy-to-follow structure without sales, phone calls, or tech jargon.

Responsibilities

Once onboarded, you'll be assigned task groups that match your availability and comfort level. Tasks are completed asynchronously with detailed walkthroughs, templates, and written support.

Typical tasks include:

- Answering customer service messages using chat templates
- Reviewing digital submissions (forms, uploads, comments) for errors
- Formatting content in Google Docs or Word
- Updating internal spreadsheets or data logs
- Sorting files into shared folders
- Logging task completion summaries

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

No client-facing communication or meetings. All interactions happen inside the work dashboard or via internal notes.

Who Should Apply

- People new to remote work
- Stay-at-home parents, students, or caregivers
- Workers transitioning out of retail, manual labor, or food service
- Freelancers looking for predictable, structured tasks
- Anyone who wants quiet, focused work without pressure

Base Salary

\$ 25 - \$ 35

Date posted

April 20, 2025

Valid through

01.01.2029

Minimum Requirements

- Laptop or desktop computer
- Reliable internet (10 Mbps minimum)
- Typing speed of at least 40 WPM
- English reading/writing skills
- Availability for 15–30 hours weekly
- Ability to follow step-by-step guides and meet soft deadlines

Compensation & Benefits

- Hourly pay: **\$25–\$35/hr**, based on performance
- Weekly or biweekly payments via PayPal, Wise, or bank transfer
- Paid training and tool walkthroughs
- 100% remote – no commuting, no dress code
- Flexibility to work around other jobs, school, or responsibilities
- Advancement into QA, content, or support lead roles after 30+ days

A Day in the Role

You log in at 7 AM, review and format 20 customer forms for accuracy, then tag 40 uploaded documents in a shared folder. You spend 30 minutes responding to chat support messages, then finish your shift by submitting a summary and logging your time. Quiet, consistent work—no video calls, no drama.

What Workers Say

"I applied with zero remote experience and started getting paid a week later. I now work 4 hours a day from home while taking care of my son." – Lola S., South Africa
"I was nervous to apply without a résumé, but this job only needed consistency. It's a relief to finally earn from home without feeling out of place." – Akash M., India

FAQs

Q: Do I need remote job experience?

No. This is an entry-level job with full training.

Q: Can I work weekends or nights?

Yes. You'll select preferred hours during onboarding.

Q: Are there any phone duties?

None. This is a fully written role—no voice, no video.

Q: Is this available outside the U.S.?

Yes. This is a global remote position.

Apply Now

If you're ready to start earning **\$25–\$35/hour** from home—no experience required—this is the perfect way in. **Click the Apply Now button** to get started today. Remote onboarding begins weekly and roles fill quickly.



Disclosure

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