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APPLY NOW

Online Operations Assistant (Google Platform Projects) | \$25-\$35/hr | Work from Anywhere

Description

Job Title: Remote Operations Assistant – Google Projects
Pay Rate: \$25-\$35/hour
Location: Fully Remote (Open to International Candidates)
Experience Needed: No prior experience required
Degree Required: Not required
Schedule: Flexible, 15–30 hours per week

Position Summary

Our client is a digital consultancy that provides content, research, and operational support to clients using **Google Workspace, Google Ads, and Google Search Console**. They are currently looking for **Remote Operations Assistants** to join several Google-platform-focused support teams.

If you've been searching for "**Google jobs remote**" and want to work with widely used tools like Google Docs, Sheets, and Drive, this beginner-friendly role provides the perfect entry point. You'll support real projects, gain practical experience, and get paid while working from the comfort of your own home—no phone calls, no degree, and no prior experience required.

Role Responsibilities

You'll be trained and matched to projects based on your availability, familiarity with Google tools, and preferred time zone. The majority of the tasks are non-client-facing and task-driven.

Examples of work you may perform:

- Formatting, editing, and organizing Google Docs for client knowledge bases
- Updating Google Sheets used to manage content calendars, analytics, or product lists
- Reviewing performance data via Search Console and entering reports into dashboards
- Supporting the launch of small Google Ads campaigns by populating templates

Hiring organization

Remote 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

- Tagging shared Drive folders and cleaning up document metadata
- Preparing short summaries and checklists for daily reporting

This position does not involve customer calls, cold outreach, or live meetings. You'll work independently and communicate with your lead asynchronously.

Ideal Candidate Profile

- Comfortable using Google Workspace tools (Docs, Sheets, Drive)
- Interested in working on operational and back-end tasks
- Highly organized and self-motivated
- Able to follow detailed written instructions and quality guidelines
- Looking for long-term, remote work with flexible hours
- Bonus: Familiarity with Search Console, Looker Studio, or Google Ads (not required)

Base Salary

\$ 25 - \$ 35

Date posted

April 29, 2026

Valid through

01.01.2029

What You'll Need

- Laptop or desktop computer (Mac, Windows, or Linux)
- Stable internet connection (minimum 10 Mbps)
- Typing speed of 40+ WPM
- 15–30 hours of weekly availability
- Strong written English skills
- Quiet environment suitable for focused, solo work

What You Don't Need

- A college degree
- Experience working with clients or large agencies
- Prior experience with remote work
- Comfort with phone-based or real-time communication
- U.S. residency—this role is open worldwide

Compensation & Benefits

- Pay range: ~~\$25–\$35~~/hour, depending on role and consistency

- Paid onboarding and platform walkthroughs
- Weekly or biweekly direct deposits or international payments via PayPal/TransferWise
- Flexible scheduling—day, evening, or weekend shifts available
- Task-based work delivery—no live calls or shift tracking
- Access to specialized project tracks after 30 days (SEO support, analytics, QA, etc.)

A Typical Day in This Role

At 11 AM local time, you log in to your assigned workspace. You start by organizing this week's content calendar in Google Sheets. Then you review a Search Console report and pull relevant metrics into a summary doc. After lunch, you tag five folders in Google Drive and submit a short end-of-day update to your project lead.

No meetings. No stress. Just structured, remote work you can complete on your terms.

What Team Members Say

"It's been refreshing to finally work with a team that respects your time and communicates everything clearly. The Google tools were easy to learn, and I now have a rhythm that fits my life." – Gabriela H., Portugal

"I'd been applying to Google jobs for months. This gave me a legitimate way to work on Google-based projects without needing a tech background." – Lionel S., Kenya

"I love having structure without pressure. They trained me, supported me, and let me grow into more technical SEO tasks within weeks." – Diana K., New Zealand

FAQs

Q: Is this a job at Google?

No. This is a remote contractor role supporting companies that use Google tools in their operations.

Q: Can I work from my country?

Yes. As long as you have internet access and meet the requirements, you're eligible worldwide.

Q: Is prior experience with Google Ads or Analytics required?

No. These tools are part of training tracks you can explore later—but they're not required at the start.

Q: Can I work nights or weekends?

Yes. This position is flexible and accommodates your time zone and preferred shift windows.

Apply Now

If you're looking for a **remote role that uses Google tools** in a meaningful, beginner-friendly way, this is the perfect opportunity. **Click the Apply Now button**

to join a growing team that's supporting global clients—and start earning **\$25–\$35/hr** while building skills that stay with you.



Disclosure

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