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**APPLY NOW**

Virtual Assistant Jobs No Phone – Remote Admin Support Role | \$25–\$35/hr

Description

Job Title: Remote Virtual Assistant – No Phone Work Required

Compensation: \$25–\$35 per hour, paid weekly

Location: Fully Remote – Applicants worldwide welcome

Schedule: Flexible 4–8 hour shifts, 15–40 hrs/week

Experience Required: Entry-level friendly

Education Required: No degree required

About the Company

A boutique digital publishing company is now hiring for **virtual assistant jobs no phone** required to assist with administrative tasks, scheduling, inbox management, and online research. This is a fully-remote role that requires no phone calls, video chats, or customer-facing conversations—everything is done through messaging, email, and project management dashboards.

If you're organized, reliable, and looking for quiet, focused work that pays hourly and respects your time, this position delivers. You'll be working behind the scenes to keep daily operations running smoothly without ever needing to pick up the phone.

Daily Responsibilities

- Respond to internal email and chat messages
- Manage Google Calendar appointments and rescheduling requests
- Organize shared folders, label files, and archive outdated assets
- Compile research summaries on vendors, tools, or topics
- Create formatted documents and update spreadsheets
- Flag urgent messages and prepare short weekly updates

Why This Role Is a Fit

You're searching for **virtual assistant jobs no phone** because you want:

- A remote role that lets you work quietly and independently
- Flexibility to build your own schedule
- Consistent weekly pay without voice or video pressure
- Simple, admin-focused tasks you can complete confidently

This job values your precision, not your pitch. You'll communicate through email and task management tools, not on the phone.

What You'll Need

- Laptop or desktop (Mac/PC) with Chrome
- High-speed internet (minimum 10 Mbps)

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

- Typing speed of 40+ WPM
- Strong written communication and time management
- Familiarity with tools like Gmail, Google Docs, Trello, or Notion is helpful

Pay & Schedule Info

You'll start at \$25/hour with an opportunity to move up to \$30-\$35/hr after 30 successful shifts and consistent task completion.

Schedules are set weekly. You'll be able to choose between 4, 6, or 8-hour blocks depending on your availability. Weekends and off-hours are optional but available.

Training Overview

- 1.5 hours of video onboarding
- Workflow simulations inside the company's project management platform
- First shift reviewed by team lead
- Full access granted within 2-3 business days of acceptance

Example Day as a Virtual Assistant

You begin your shift at 9 AM. You respond to overnight emails by flagging the top three for your manager. You then reorganize a client's shared folder by renaming assets and archiving old PDFs. Later, you compile a quick competitor research doc and update the weekly progress log in Trello. All communication takes place via chat and email—zero calls, zero interruptions.

What Other VAs Say

"I love how quiet this job is. I don't have to talk to anyone, and the instructions are always written. It's perfect for deep focus and earning steady income." -*Leah K., Orlando, FL*

"This was my first virtual assistant job, and I was worried about not having experience. The training was simple, and the systems are easy to use. I'm working 25 hours/week on my schedule." - *Roman C., Cape Town, ZA*

FAQs

Will I ever need to be on the phone or in a meeting?

No. This is strictly non-voice, text-based admin support.

Do I need to be in a certain time zone?

No, but overlapping with U.S. business hours is preferred for some shifts.

Do I need experience with project management tools?

No. Basic navigation skills are enough—we'll train you.

Can I increase my hours later?

Yes. Many VAs start part-time and scale to full-time after 30 days.

Apply Now – Stay Quiet, Stay Paid

Click the Apply Now button to land one of the best **virtual assistant jobs no phone** available online. Train fast, type tasks, and get paid—no meetings, no calls, no stress.



Disclosure

Base Salary

\$ 25 - \$ 35

Date posted

May 28, 2025

Valid through

01.01.2029

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