

<https://jobtacular.com/job/entry-level-remote-administrative-support-specialist-no-experience-necessary-25-35-hr/>

Remote Admin Support Entry-Level Start from Home Earn \$25-\$35/hr

Description

Important: You must apply directly on jobtacular.com to be considered for this position.

Company Overview:

We are a forward-thinking organization seeking an Entry Level Remote Administrative Support Specialist to provide vital assistance to our team members. As a remote-friendly company, we offer the flexibility to work from home while contributing to our company's mission. Our team is known for its passion, dedication, and commitment to delivering exceptional results for our clients.

Job Description:

As an Entry Level Remote Administrative Support Specialist, you will play a key role in ensuring the smooth operations of various administrative tasks. This position requires no prior experience, making it an ideal opportunity for individuals looking to start their administrative career in a supportive and collaborative environment. You will receive comprehensive training and guidance as you develop your skills and grow within the company.

Responsibilities:

- Assist with data entry and record keeping: You will be responsible for accurately entering data and maintaining organized records.
- Manage email and phone communications: You will respond to emails and handle incoming phone calls professionally and efficiently.
- Coordinate and schedule appointments: You will assist in scheduling and managing calendars for team members.
- Support team meetings and events: You may help with preparing materials and taking notes during meetings and events.
- Perform general administrative tasks: You will provide assistance with various administrative duties as needed.
- Collaborate with team members: As a vital part of our team, you will collaborate with colleagues to achieve shared goals.

Qualifications:

- No experience necessary; this is an entry-level position.
- High school diploma or equivalent: A high school diploma or equivalent is sufficient for this role.
- Strong attention to detail: You should have excellent attention to detail to ensure accuracy in your work.

Hiring organization

Work From Home Recruiting

Employment Type

Full-time

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 25 - \$ 35

Date posted

September 16, 2024

Valid through

01.01.2029

- **Effective communication skills:** Good communication is essential to interact with team members and clients.
- **Proficient with basic computer applications:** Basic computer skills are necessary for this role.
- **Reliable internet connection:** As a remote administrative support specialist, a stable internet connection is required.

Compensation:

We offer a competitive salary of \$25-\$35 per hour, based on experience and qualifications.

Benefits:

In addition to the competitive salary, we provide a comprehensive benefits package, including health, dental, and vision insurance, 401(k) matching, and paid time off. We also prioritize professional development and offer opportunities for growth within the company.

FAQs About Remote Work:

1. What is remote work?

Remote work refers to working from a location outside of a traditional office environment. This can include working from home, a coffee shop, or anywhere with an internet connection. Remote work offers flexibility and work-life balance for employees.

2. What are the benefits of remote work?

Remote work offers several benefits, including increased productivity, reduced commute time and expenses, and a more comfortable and personalized work environment. It also provides opportunities for employees to work with people from different parts of the world and gain experience in a diverse work environment.

3. What are the challenges of remote work?

Remote work can present challenges such as isolation, distractions, and difficulty separating work and personal life. However, many remote workers have found ways to overcome these challenges and thrive in their roles. At our company, we provide our remote workers with the support they need to stay connected, focused, and motivated.

About Jobtacular.com:

Jobtacular.com is a dedicated job site that specializes in bringing remote and work from home jobs from all over the web to job seekers like you. We partner with employers to find the best candidates for their open positions and provide job seekers with a wide range of job opportunities. Our mission is to help job seekers find the perfect remote job that suits their skills, experience, and preferences. Whether you're looking for a full-time remote job or a part-time gig, Jobtacular.com is here to assist you in finding your dream job.

In conclusion, we are seeking an Entry Level Remote Administrative Support Specialist to join our team. If you have a high school diploma, strong attention to detail, and basic computer skills, we encourage you to apply for this position. We offer a competitive salary, comprehensive benefits, and opportunities for career growth and development within the company. Thank you for considering our company as your next career move.

Visit Site

Disclosure

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