

<https://jobtacular.com/job/remote-digital-support-specialist-entry-level-25-35-hour-no-degree-needed-remote-chat-support-jobs/>

**APPLY NOW**

## Online Sales Specialist Jobs: Remote Roles with \$95,000-\$123,000 Annual Pay

### Description

#### Role Overview

We're currently hiring Remote Digital Support Specialists for a fast-growing client support team. This is an entry-level opportunity offering \$25-\$35 per hour, designed specifically for those seeking remote chat support jobs with no degree or prior experience required. You'll provide real-time help to customers through text-based communication only—no phone calls, no sales pitches, and no in-person interactions. This role is ideal for individuals looking to break into the remote workforce, earn reliable income from home, and build digital skills that translate across industries.

#### The Client & What You'll Be Doing

Our client is a digital customer service provider working with high-traffic ecommerce platforms, subscription programs, and online services. Their customers depend on fast, friendly, and accurate support through chat and email. As a Digital Support Specialist, you'll be handling these conversations—resolving account issues, managing product questions, processing refunds, and guiding users through how-to steps for accessing services. Your work is fully remote and text-only, carried out using structured systems and guided templates.

#### Primary Job Tasks

- Respond to customers via live chat, assisting with order status, login difficulties, subscription changes, and basic product questions.
- Monitor and respond to incoming email support tickets, writing replies that are informative, friendly, and on-brand.
- Reference internal documentation and guides to ensure answers are compliant with the client's service policies.
- Use CRM tools to view user histories, log outcomes, and tag tickets accurately for analytics and follow-up.
- Escalate complex issues using the internal ticket transfer process and provide written summaries of context.
- Maintain fast response times while balancing multiple simultaneous chat windows or queued email conversations.
- Adapt tone and phrasing to align with the brand voice of each client—whether casual, professional, or technical.
- Contribute feedback on recurring issues and identify documentation gaps to support ongoing help center improvements.
- Keep up with daily service announcements and product updates that may affect how you handle customer requests.
- Participate in asynchronous performance reviews and writing workshops to sharpen support communication skills.

### Hiring organization

Remote Customer Service Chat Support Jobs

### Employment Type

Full-time

### Base Salary

\$ 25 - \$ 35

### Industry

Customer Service

### Job Location

Remote work from: United States; Canada; United Kingdom; Alabama; Alaska; Arizona; Arkansas; California; Colorado; Connecticut; Delaware; Florida; Georgia; Hawaii; Idaho; Illinois; Indiana; Iowa; Kansas; Kentucky; Louisiana; Maine; Maryland; Massachusetts; Michigan; Minnesota; Mississippi; Missouri; Montana; Nebraska; Nevada; New Hampshire; New Jersey; New Mexico; New York; North Carolina; North Dakota; Ohio; Oklahoma; Oregon; Pennsylvania; Rhode Island; South Carolina; South Dakota; Tennessee; Texas; Utah; Vermont; Virginia; Washington; West Virginia; Wisconsin; Wyoming

- Meet or exceed personal benchmarks related to response time, ticket resolution, and quality assurance.
- Submit an end-of-shift report detailing ticket outcomes, flagged trends, and unresolved customer concerns.

#### **Date posted**

May 24, 2025

#### **Valid through**

01.01.2029

### **A Typical Shift Breakdown**

#### **Early in Your Shift**

You'll review updates on new policies or promotions, check for carryover email tickets, and respond to pending customer issues from earlier shifts. This is also a good time to warm up with low-complexity chat requests.

#### **Mid-Shift Workload**

This is the busiest part of your day. You'll handle several concurrent live chats and emails at once, all while keeping tone consistent and replies accurate. Expect lots of questions about billing, subscriptions, or account access.

#### **Wrapping Up**

Before signing off, you'll tag unresolved tickets for escalation or follow-up, log your performance summary, and close out any open cases that can be resolved before handoff. You'll also leave notes for the next agent taking over your queue.

### **Who We're Looking For**

- No degree or experience needed—training provided
- Strong written English skills with good grammar and tone awareness
- Able to type at least 40 words per minute with low error rates
- Reliable and organized—comfortable managing time independently
- Self-motivated and comfortable working in a quiet, remote environment
- Comfortable navigating web tools, cloud platforms, and internal guides
- Friendly, composed communicator—even in tough or repetitive interactions
- Available for a consistent weekly shift schedule (15 to 40 hours/week)
- Willing to participate in feedback sessions and skill development programs
- Access to a personal computer with high-speed internet

### **Tips for Performing at a High Level**

#### **Writing & Typing Fluency**

Quality matters more than speed. Each response should be well-written, courteous, and free of typos. Templates help—but they need to be personalized.

#### **Learning Product Details**

You'll be given a searchable help doc system and onboarding guide. Bookmark key answers and practice navigating resources until it's second nature.

#### **Written Tone and Customer Care**

Customers can sense when they're being rushed or ignored. Slow down just enough to personalize your replies and show empathy—even when solving the same problem for the 50th time.

#### **Managing Live Workload**

You'll typically juggle 3–4 chats at once. Stay calm, prioritize based on urgency, and close tabs once conversations are finished to stay focused.

#### **Handling Remote Independence**

You won't be micromanaged—but you'll be held accountable for quality and response time. Keep distractions minimal and create a quiet workspace that helps

you stay in the zone.

### **Growing With Feedback**

You'll receive frequent written reviews of your performance. These are your best tools for improvement. Apply suggestions, ask questions when needed, and celebrate milestones as you grow.

### **Getting Started with the Client**

#### **Initial Application**

Submit your resume and complete a brief form indicating your availability and remote setup. No cover letter required.

#### **Written/Typing Skills Assessment**

You'll be asked to complete a simulated customer chat and writing task to demonstrate communication ability and tone adherence.

#### **Interview or Chat Simulation**

Select candidates will be invited to a 30-minute live chat simulation with a member of the hiring team. This helps evaluate how you think and type under light pressure.

#### **Remote Training (Paid)**

Training is completed over 3–4 days and is fully paid. You'll learn ticketing platforms, brand tone, and resolution processes, along with support etiquette and system shortcuts.

#### **Trial Period With Coaching**

Your first 10 shifts will be coached by a lead who will offer daily feedback and scoring based on accuracy, tone, and resolution speed.

#### **Ongoing Work Assignment**

Once your trial is completed, you'll receive a recurring shift schedule and gain access to internal resources, bonuses, and training modules to help you advance into higher-level roles.

#### **Workplace Environment**

This is a fully remote, written-first workplace. There are no meetings, no video calls, and no required Zoom sessions. Communication with leads and teammates happens through Slack or shared ticket comments. The culture is results-driven, respectful, and focused on clarity in everything from customer replies to internal updates.

#### **Perks and Extras**

- Paid training and ongoing support
- 100% non-phone support (chat and email only)
- Internationally available—no U.S. residency required
- Flexible scheduling and shift options across time zones
- Monthly bonuses tied to ticket quality and shift attendance
- Grammarly Premium and other writing tools included
- Equipment stipend after 30 days of successful performance
- Advancement paths into QA, team leads, and content editing

#### **Why This Role May Be the Right Fit for You**

If you're looking for a reliable way to work from home, build communication skills, and earn above-average pay—without needing a degree or experience—this role checks every box. You'll get paid to learn how to write better, help people solve

problems, and build a real digital career from your own home office or kitchen table. No calls, no pressure to sell, just structured support in a clear, low-stress workflow.

### **Applicant Questions Answered**

#### **Do I need past job experience?**

No. This is a beginner-friendly role. We hire based on writing ability and potential—not resume history.

#### **Is this a voice or phone-based role?**

No. This is 100% chat and email. You'll never be asked to speak on the phone.

#### **Can I work from outside the United States?**

Yes. The client hires globally. If your internet is fast and your time zone overlaps with available shifts, you're eligible.

#### **What kind of computer or setup do I need?**

A laptop or desktop (no tablets), Chrome browser, and stable Wi-Fi with at least 25 Mbps speed.

#### **When can I start?**

Training begins weekly. Most hires begin within 5–7 days of acceptance.

#### **How is performance measured?**

Your writing will be reviewed for tone, accuracy, and efficiency. Bonuses and promotions are tied to quality, not volume alone.

#### **Next Steps to Apply**

Submit your resume and complete the brief skills task now. Our team will contact qualified applicants within 2–3 business days. Training begins weekly—secure your remote chat support job today and start building your work-from-home career with no degree or experience required.

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