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## Remote Jobs for Project Managers – Entry-Level Online Support Role

### Description

### Position Summary

Are you exploring **remote jobs for project managers** but don't yet have the traditional background, certifications, or experience? This entry-level live chat assistant role is an ideal starting point for individuals aiming to transition into digital project management or operations. In this fully remote support position, you'll help coordinate customer-facing communication, provide structured messaging, and work within systems that mirror real-world project workflows. Our client is expanding their global chat support team and looking for detail-oriented, task-driven individuals who want to grow into roles that require structure, follow-up, and customer-facing collaboration. If you're someone who loves organization, clear goals, and asynchronous communication, this job can give you the tools and early experience needed to move toward future project manager positions—while earning \$25–\$35/hour from the comfort of your home.

### What the Role Entails

You'll act as a remote messaging support representative handling inbound inquiries through live chat systems and helping manage customer communication cycles. You'll use templates, internal documentation, and process trackers to handle each support task efficiently. The emphasis is on structured follow-through, customer satisfaction, and task resolution—just like in real-world project work.

### Key Responsibilities

#### Live Chat Response

- Engage with customers via web chat on landing pages, checkout pages, or member portals
- Use templates to provide clear, solution-focused communication
- Track each interaction through a ticketing or CRM system

#### Task Documentation

- Tag conversations based on resolution type (billing, tech, product, etc.)
- Log issues and customer feedback into a centralized portal
- Report repetitive issues or bugs that affect workflow

#### Hiring organization

Remote Chat Support Positions No Degree

#### Industry

Customer Service

#### Job Location

Remote work possible

#### Base Salary

\$ 25 - \$ 35

#### Date posted

September 21, 2025

#### Valid through

01.01.2029

## Workflow Management

- Follow specific resolution procedures step-by-step
- Collaborate with internal departments (via Slack or ticket escalations)
- Monitor support queues, flag urgent requests, and manage response timelines

## How This Relates to Project Management

- You'll learn to manage task-based work through project tools and checklists
- You'll gain experience working within process-oriented support systems
- You'll develop asynchronous communication skills used across remote teams
- You'll track metrics, follow structured workflows, and identify bottlenecks—skills every PM needs

## Typical Day in the Role

### Start of Day

Log into the support dashboard, check open tasks, and begin responding to live messages. Prioritize any carryover issues and resolve them before new chats come in.

### Midday

Answer customer inquiries, tag and log responses, and update knowledge base feedback as needed. Escalate recurring bugs and help keep chat performance KPIs on track.

### End of Day

Summarize your key metrics—chats completed, issues resolved, unresolved tasks. Leave feedback for internal teams and check updates on team priorities or workflows for the following day.

## Minimum Requirements

- 18 years or older
- Strong written English communication
- Comfortable following checklists and structured protocols
- Typing speed of 35+ WPM
- Access to a laptop or desktop computer and a stable internet connection

## Preferred But Not Required

- Familiarity with tools like Trello, Notion, or Asana
- Experience in customer support, virtual assistance, or admin work
- A desire to grow into a remote project management role

## Compensation and Flexibility

- Pay: \$25–\$35/hour depending on performance
- Fully remote – work from anywhere with internet

- Flexible scheduling – part-time, full-time, or split shifts available
- Work independently with full support system and documentation

## **Training & Onboarding**

This role includes a full onboarding program where you'll learn how to navigate chat systems, use task trackers, and resolve customer issues using structured workflows. Most new hires go live within 72 hours of training and begin earning immediately while gaining workplace skills that directly map to project operations and team support.

## **Frequently Asked Questions**

### **Can this lead to a project management job?**

Yes. Many people in project management today started in roles like this—where they learned how to manage support queues, coordinate with teams, and track deliverables. This job builds real skills you can carry into remote team operations, customer success, or PM roles.

### **Is there any phone or video work?**

No. All support is handled via chat and email. You won't need to be on video or calls at any point.

### **Is this open to international applicants?**

Yes. As long as you meet the internet and communication requirements, you can work from anywhere.

### **Is this job only for people with a project management background?**

No. This is an entry-level support job. However, it's structured in a way that helps you build key project-related skills like tracking progress, documenting feedback, and coordinating resolutions.

## **How to Apply**

Click the "Apply Now" button to start the training process. You'll gain immediate access to the training dashboard and instructions to begin setting up your chat system and completing practice tasks. Once onboarding is complete, you'll be matched with your first support role and begin receiving real-time tasks that mimic operational workflows.

## **Why This Role Is Ideal for Aspiring Project Managers**

While this isn't a formal PM role, it's one of the fastest ways to gain relevant experience from home. You'll learn how to manage communication flows, coordinate task completion, and escalate issues—all while being part of a remote-first team. For those transitioning into project management or digital operations, this chat assistant job is a low-risk, high-reward way to build momentum.

## Final Thoughts

If you're serious about landing **remote jobs for project managers** but need an entry point to gain online experience, this is your opportunity. It pays competitively, offers skill-building potential, and positions you within structured systems used by remote companies every day. Apply now to start your remote career in a role that grows with you.



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