



<https://jobtacular.com/job/remote-live-chat-assistants-flexible-work-from-home-jobs-beginners-welcome-competitive-pay-25-35-per-hour/>

Legit Work-from-Home Opportunities | Entry-Level | Start Fresh with No Experience Needed | \$25-\$35/hr

Description

Company Overview

Join us in our commitment to creating opportunities that enable individuals to make a significant positive impact within their teams and the wider community! We are thrilled to announce immediate openings for the position of Remote Live Chat Assistant, available as both full-time and part-time roles, welcoming applicants with varying levels of experience.

Position Overview

Step into the vital role of a Remote Live Chat Assistant, where you will be instrumental in enhancing the accuracy and efficiency of our data management processes. Leveraging your exceptional typing skills and meticulous attention to detail, you will compile, merge, and format documents, ensuring precision in data entry. Embrace the flexibility and autonomy of this remote position, allowing you to contribute meaningfully while enjoying the freedom to work from the comfort of your home.

Responsibilities

- **Compile, Merge, and Format Documents:** Execute document compilation, merging, and formatting with accuracy and efficiency, ensuring data is primed for entry.
- **Ensure Data Integrity:** Rigorously check documents for errors and discrepancies, upholding the highest standards of data integrity.
- **Precise Data Input:** Diligently input data into the database and update existing records, maintaining a keen attention to detail.
- **Develop and Maintain Digital Filing Systems:** Actively assist in establishing and sustaining digital filing systems, guaranteeing swift and efficient data retrieval.

Qualifications

- **Educational Requirement:** High school diploma or an equivalent level of educational attainment.
- **Time Management & Multitasking:** Exceptional ability to manage time and multitask effectively to meet deadlines and handle a variety of tasks.

Skills and Attributes

- **Typing Proficiency and Attention to Detail:** Demonstrated proficiency in typing and a heightened attention to detail.

Hiring organization

Tech Connect

Employment Type

Full-time

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 25 - \$ 35

Date posted

September 4, 2024

Valid through

01.01.2029

- **Quality and Accuracy Maintenance:** Ability to uphold accuracy and quality standards while managing large volumes of data.
- **Organizational Skills:** Strong organizational abilities to oversee data compilation and document formatting.
- **Problem-Solving and Analytical Abilities:** Excellent problem-solving skills and analytical abilities.
- **Effective Communication:** Ability to communicate effectively and collaborate with team members remotely.

Work Schedule

Enjoy the convenience of a flexible work schedule, empowering you to manage your workload effectively and maintain a harmonious balance between work and personal commitments.

Benefits

- **Remote Work Flexibility:** Experience the advantages of remote work, fostering a healthier work-life balance and eliminating commuting hassles.
- **Competitive Compensation:** Receive a competitive compensation package, reflecting your qualifications and experience.
- **Professional Growth:** Explore opportunities for professional development and growth within our dynamic organization.

How to Apply

To join our team, our client requires you to complete a short three-minute assessment. Kickstart your application process by clicking the button below!

About Jobtacular.com

Jobtacular.com is your dedicated partner in exploring a multitude of remote and work-from-home job opportunities. We forge collaborations with a diverse array of employers, connecting the most suitable candidates with fitting positions and presenting a rich variety of options for job seekers. Whether you are in pursuit of full-time remote positions or exploring part-time engagements, Jobtacular.com stands as your reliable ally in securing the ideal role tailored to your aspirations, skills, and preferences.

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Disclosure

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