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APPLY NOW

## Remote Non-Phone Support Role | \$25-\$35/hr | Work-from-Home Job with No Phone Calls or Meetings

### Description

**Job Title:** Remote Written Support Assistant

**Compensation:** \$25-\$35/hour

**Location:** Work from Anywhere – Fully Remote

**Schedule:** Flexible (15-30 hours/week)

**Experience Required:** None

**Education Required:** No degree required

### Position Overview

Our client is hiring Remote Written Support Assistants to manage structured support tasks across internal dashboards and help centers. If you're specifically looking for "non phone work from home jobs," this is a fully written role—there are no live calls, no Zoom meetings, and no customer-facing conversations. You'll respond to tickets, update support documentation, tag content, and submit progress logs. It's a quiet, focused job ideal for those who prefer to work independently and communicate via text.

### What You'll Be Doing

You'll receive a dashboard login and be assigned written-only support tickets, document formatting projects, and digital file maintenance responsibilities.

### Key Responsibilities:

- Respond to pre-screened support tickets using templates
- Update help center documents, SOPs, and internal notes
- Format documents submitted by users or internal staff
- Tag and archive completed support cases
- Maintain structured logs of your progress
- Flag anything urgent to internal QA team

### Who Should Apply

- People who prefer written communication over phone conversations
- Job seekers looking for quiet, independent work
- Candidates comfortable working inside ticketing systems, Google Docs, or Notion
- Beginners who want a real support job without live interaction
- Anyone who wants consistent remote income with flexibility

### Minimum Requirements:

- Laptop or desktop computer
- Stable internet connection (10 Mbps or faster)
- Typing speed of at least 40 WPM

### Hiring organization

Entry Level Remote Jobs

### Employment Type

Full-time

### Industry

Customer Service

### Job Location

Remote work from: United States; Canada; United Kingdom; Australia; New Zealand; Germany; France; Ireland; Scotland

### Base Salary

\$ 25 - \$ 35

### Date posted

May 23, 2025

### Valid through

01.01.2029

- Written English proficiency
- 15–30 hours per week availability
- Ability to follow step-by-step workflows and complete tasks on time

#### **Pay & Perks:**

- \$25–\$35/hour depending on accuracy and reliability
- Paid onboarding and ticket system training
- Weekly or biweekly payments via PayPal, Wise, or direct deposit
- Flexible schedule—select your own hours
- Zero phone work, no meetings, fully asynchronous
- Promotion path to content QA, documentation lead, or system administrator

#### **A Typical Day**

You log in during your scheduled time, check your ticket queue, and reply to 15 common questions using saved replies. You then update a Google Doc with the latest formatting guide and upload a completed training checklist. You finish your shift by submitting a short progress summary—calm, independent work without interruptions.

#### **What Workers Say**

“This is the first remote job I’ve had that didn’t require meetings or random phone calls. I get to focus and actually finish my work.” – Misha D., Canada

“I love that everything is documented. I don’t have to talk to anyone, and I still feel like I’m doing something important.” – Jamal E., South Africa

#### **FAQs**

##### **Do I have to be on camera or attend meetings?**

No. This job is 100% non-phone, written communication only.

##### **Do I need help desk or tech experience?**

No. We train you on the internal ticketing system during onboarding.

##### **Is this full-time or part-time?**

It’s a part-time, flexible role—perfect for building remote experience.

##### **Can I work evenings or weekends?**

Yes. You can select preferred hours during onboarding.

#### **Apply Now**

If you want a high-paying, non-phone support job that you can do quietly from home, this role is perfect for you. Click the Apply Now button to begin. Remote onboarding begins weekly and space is limited.

Visit Site

#### **Disclosure**

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