



<https://jobtacular.com/job/remote-virtual-assistant-provide-administrative-support-from-home-flexible-hours-earn-25-35-per-hour/>

Virtual Assistant Openings | Work from Anywhere | Flexible Hours | \$25-\$35/hr

Description

Remote Virtual Assistant | Provide Administrative Support from Home | Flexible Hours | Earn \$25-\$35 per hour

Job Description:

Are you highly organized and seeking a remote job? Join our team as a Remote Virtual Assistant and provide administrative support from home.

Responsibilities:

- **Administrative Tasks:** Perform scheduling, email management, and document preparation.
- **Customer Interaction:** Communicate with clients via email and phone.
- **Data Management:** Maintain and update company databases.
- **Project Coordination:** Assist in coordinating projects.
- **Virtual Collaboration:** Communicate regularly with team members.

Requirements:

- **Organizational Skills:** Strong organizational skills.
- **Communication Skills:** Excellent verbal and written communication.
- **Technical Proficiency:** Familiarity with Microsoft Office and Google Workspace.
- **Attention to Detail:** High attention to detail.
- **Experience:** Previous virtual assistant experience preferred.
- **Home Setup:** Reliable internet connection and a quiet workspace.

Benefits:

- **Flexible Hours:** Set your own working hours.
- **Remote Work:** Work from home.
- **Competitive Compensation:** Earn \$25-\$35 per hour.
- **Professional Development:** Access to training programs.
- **Supportive Environment:** Collaborative virtual work environment.

How to Apply:

Click the **Apply Now** button below. Submit your resume and a brief cover letter.

Keywords: Remote Virtual Assistant, Work From Home, Flexible Remote Jobs, Administrative Support, Telecommute Jobs.

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Disclosure

Hiring organization

Tech Connect

Employment Type

Full-time

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 25 - \$ 35

Date posted

August 31, 2024

Valid through

01.01.2029

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