



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

## Remote Virtual Administrative Assistant – Entry-Level Role, Earn \$25-\$35/Hour from Home

### 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.

Visit Site

### 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

January 2, 2025

### Valid through

01.01.2029

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