

<https://indeedremotejobs.com/job/work-from-home-chat-agent-no-prior-experience-required/>

APPLY NOW

Virtual Customer Chat Coordinator – \$25-\$35/Hour, Full Training Provided

Description

Position Summary

A fast-growing digital services company is hiring work-from-home chat agents to support customers via text-based communication. This is a fully remote, non-phone position ideal for individuals seeking to begin working online—no college degree or prior experience needed. Our client provides complete training, ongoing mentorship, and easy-to-use systems to ensure you succeed from your very first shift.

If you're comfortable typing, able to follow written instructions, and enjoy helping others, this role offers a stable, entry-level opportunity to earn consistent weekly income while working from the comfort of your home.

What You'll Be Doing

Answering Customer Inquiries via Chat

Your core responsibility will be responding to customers through a live chat platform. You'll assist with order tracking, password resets, account updates, and general product questions. Most conversations are routine and resolved in just a few messages.

Using Provided Scripts and Knowledge Tools

You'll have access to an internal dashboard filled with prewritten answers and reference material to make responding quick and simple. You'll also receive detailed training on how to personalize your responses within company-approved templates.

Flagging Complex Issues for Escalation

If a situation goes beyond your scope (for example, a billing error or refund request), you'll simply tag the chat and forward it to the appropriate department. You're never expected to solve technical problems on your own.

Maintaining Friendly, Efficient Communication

Even though everything is written, your tone matters. We encourage a positive,

Hiring organization

Indeed Remote Jobs

Employment Type

Full-time, Part-time

Industry

Customer Service

Job Location

Remote work from: United States; Canada; Australia; United Kingdom; New Zealand; Ireland; Scotland; Sweden; Belgium; Spain; Czech Republic; Brazil; France; India; South Africa; Denmark; Germany; Philippines; Mexico; India; Indonesia; Alabama, USA; Alaska, USA; Arizona, USA; Arkansas, USA; California, USA; Colorado, USA; Connecticut, USA; Delaware, USA; Florida, USA; Georgia, USA; Hawaii, USA; Idaho, USA; Illinois, USA; Indiana, USA; Iowa, USA; Kansas, USA; Kentucky, USA; Louisiana, USA; Maine, USA; Maryland, USA; Massachusetts, USA; Michigan, USA; Minnesota, USA; Mississippi, USA; Missouri, USA; Montana, USA; Nebraska, USA; Nevada, USA; New Hampshire, USA; New Jersey, USA; New Mexico, USA; New York, USA; North Carolina, USA; North Dakota, USA; Ohio, USA; Oklahoma, USA; Oregon, USA; Pennsylvania, USA; Rhode Island, USA; South Carolina, USA; South Dakota, USA; Tennessee, USA; Texas, USA; Utah, USA; Vermont, USA; Virginia, USA; Washington, USA; West Virginia, USA; Wisconsin, USA; Wyoming, USA

professional, and solution-oriented voice in all interactions. Speed and accuracy will also be tracked to reward strong performers.

A Day in the Life

You'll begin your shift by logging into the secure online workspace. As chats arrive, you'll respond in real-time using a mix of templates and your own typing. Supervisors are available throughout your shift to answer questions or jump in if needed. You'll typically handle one to three conversations at once depending on complexity, and performance data will be available in your dashboard so you can track your progress. Whether you work a few hours a day or take on a full schedule, you'll have the flexibility to structure your time around your life.

Base Salary

\$ 25 - \$ 35

Date posted

January 27, 2025

Valid through

01.01.2029

Required Skills & Qualifications

- Strong typing skills (25+ words per minute)
- Clear written communication abilities in English
- Access to a computer or laptop with internet connection
- Ability to follow step-by-step instructions and system guidelines
- No previous work experience required
- No college degree or certifications necessary
- Willingness to learn and work independently in a virtual setting

How to Thrive in a Remote Role

Create a Distraction-Free Workspace

Set up a quiet, focused environment where you can respond to chats efficiently without interruptions. Even a small desk space can work if you're consistent and organized.

Follow Your Onboarding Plan

Our client provides a structured orientation that includes sample chat walkthroughs, training videos, and interactive tutorials. Completing each step sets you up for success on your first live shift.

Be Responsive and Open to Feedback

You'll receive coaching from team leads who want you to succeed. They'll help you improve speed, tone, and resolution efficiency as you gain confidence on the platform.

Stick to Your Schedule

While shifts are flexible, reliability matters. Set your availability, show up for your hours, and you'll earn consistent income with the potential for bonuses and advancement.

Perks & Benefits

- \$25-\$35 per hour starting rate
- All-remote structure with no commute or dress code
- Flexible scheduling across multiple time zones
- Weekly direct deposit or PayPal payments

- Fully chat-based—no phone or video required
- Paid onboarding and access to digital training library
- Opportunities for promotions after 60 days based on performance

Frequently Asked Questions

Is this job open to international applicants?

Yes, as long as you have a reliable internet connection and meet the language requirements, you're encouraged to apply from anywhere in the world.

Do I need to download any software?

All systems run in your web browser. You won't need to install anything or purchase special tools.

How quickly can I start?

Most new hires begin paid training within 3–5 business days of completing their assessments.

What if I'm not good at typing?

You don't need to be a speed demon, but we do recommend using free online tools to practice reaching 25–30 WPM before applying. This helps you perform efficiently once on the job.

Is this a long-term position?

While many start part-time, there are full-time and permanent contract options available for top-performing agents.

How to Apply

Submit your interest through the short application form. You'll then receive a confirmation email with links to a grammar test, typing test, and personality quiz. These are used to match you with the appropriate client campaign. Once passed, you'll move on to orientation and shadow training sessions with mock chats to get familiar with the workflow.

Why This Remote Job Is Perfect for You

If you've been searching for a legitimate way to earn income online without needing a degree or experience, this is your chance to step into the remote world with confidence. You'll gain valuable digital skills, enjoy flexible hours, and help real customers every day—all without the stress of cold calls, quotas, or rigid schedules. With weekly pay, clear expectations, and full support, this entry-level live chat role gives you the structure to succeed while working on your own terms.



APPLY NOW

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