

## Customer Support Associate – Part-Time

### Description

Foley is hiring a part-time Customer Support Associate. The role combines customer support with data-entry and administrative work, helping complete client requests accurately through phone, email and chat.

### Responsibilities

- Complete data-entry and administrative tasks tied to client requests.
- Provide timely customer support by phone, email and chat.
- Maintain accurate client and service information.
- Follow required processes and compliance standards.
- Help resolve routine customer requests.

### Qualifications

- Strong communication skills.
- Accurate data-entry ability.
- Good organization and attention to detail.
- Comfort supporting customers across phone, email and chat.

### Skills

Customer support, data entry, administrative support, email support, chat support, phone support, accuracy.

### Job Benefits

Part-time customer support opportunity with remote-friendly duties.

### How To Apply

Apply through the current listing: [Foley Customer Support Associate application](#).

### Hiring organization

Foley

### Employment Type

Part-time

### Industry

Compliance Services / Customer Support

### Job Location

Remote, United States, United States

Remote work possible

### Working Hours

Part-time schedule; exact weekly hours were not specified in the available listing.

### Base Salary

15.00

### Date posted

October 4, 2026