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# Digital Publishing Assistant – Adaptable Digital Position for New Writers

### Description

#### Position Summary:

Are you a new writer looking for a way to earn online without pitching clients, writing long-form articles from scratch, or competing on crowded freelancing platforms? Our client, a remote-first nonfiction publishing company, is hiring Digital Publishing Assistants to support their Kindle book production process. This flexible online job is designed for beginners who want a clear, repeatable process and a structured workflow.

You don't need professional writing experience, a degree, or a portfolio. You'll use AI content tools, publishing templates, and simple checklists to help format and publish nonfiction Kindle books. You'll be paid per completed project, can work entirely from home, and receive full training and support. If you can follow steps, work independently, and meet deadlines, you can succeed in this role.

#### Core Responsibilities:

##### 1. Content Development Using AI Tools

- Use structured prompts to generate chapter content through an integrated AI assistant
- Review AI-generated material for clarity, coherence, and flow
- Align content with provided outlines and remove unnecessary or repetitive segments

##### 2. Kindle-Ready Formatting

- Transfer content into Kindle-compliant templates
- Apply formatting rules: headings, spacing, table of contents, and layout
- Ensure readability and consistency across devices

##### 3. Book Listing and Metadata Creation

- Use swipe templates to draft Amazon book listings
- Optimize product descriptions and backend keywords
- Assign appropriate categories and tags for discoverability

##### 4. Publishing and Submission Workflow

- Upload manuscripts and metadata to Kindle Direct Publishing (KDP)
- Follow a publishing checklist to ensure quality and compliance
- Submit the final project and confirm completion for payout

### Hiring organization

Remote Chat Support Customer Service Jobs

### Employment Type

Full-time, Part-time, Contractor

### 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

**How Your Week Could Look:**

**Monday:** Start a new book titled "Daily Focus Rituals for Remote Workers." Generate and clean the first three chapters with the AI tool.

**Tuesday:** Complete the manuscript. Begin formatting in the Kindle template.

**Wednesday:** Finalize layout and complete the Amazon listing metadata.

**Thursday:** Upload to KDP, complete checklist, and submit for review.

**Friday:** Get approval and payout. Choose to start your next book or take the day off.

**Base Salary**

\$ 8000 - \$ 10000

**Date posted**

April 29, 2026

**Valid through**

01.01.2029

**Who Should Apply:**

- Beginners looking for legitimate online writing work
- Career switchers interested in publishing or content coordination
- Students, freelancers, and stay-at-home professionals
- Anyone wanting flexible income and practical skills

**Requirements:**

- English reading and writing fluency
- Basic tech skills (Google Docs, online editors, copy/paste)
- Attention to detail and ability to follow instructions
- Self-motivated with consistent availability

**You Do Not Need:**

- A college degree
- Prior writing experience
- Familiarity with Kindle publishing (we provide training)
- A portfolio or website

**Skills You'll Develop While Earning:**

- Nonfiction content editing and structure
- Digital book formatting for Kindle
- Metadata and SEO for product listings
- Publishing workflows and version control
- AI-supported content development

**Benefits of the Role:****100% Remote:**

- Work from anywhere with a Wi-Fi connection
- No commuting or meetings
- Flexible schedule — set your own hours

**Beginner-Friendly:**

- Full training included
- Templates, prompts, and tools provided
- Live support for troubleshooting

**Earn As You Go:**

- Flat-rate payment per completed project
- No hourly tracking or micromanagement
- Bonuses may apply for speed, accuracy, or volume

**FAQs:**

**Is this a writing job?**

It involves refining AI-generated content, not writing from scratch.

**Do I need experience?**

No. This role is designed for beginners and includes all necessary training.

**How fast can I start?**

Most new assistants begin earning within one week of onboarding.

**Is it open to international applicants?**

Yes. As long as you're fluent in English and have internet access.

**What if I mess up formatting or submission?**

No problem. Revisions are part of the process. Support is available.

**How to Apply:**

Click the application link to begin onboarding. You'll complete an introductory training module, receive your toolkit, and submit a sample project. Once approved, you'll unlock access to paid assignments.

**Why This Role is Ideal for New Writers:**

This is one of the few beginner writing roles that pays for structure and follow-through, not experience or creativity. You'll gain relevant skills, build a portfolio of real book projects, and earn from your effort—all without competing for gigs or writing lengthy articles.

Apply now and start your first digital publishing assignment this week.



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**Disclosure**

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