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Kindle Book Production Support – Independent Work-from-Anywhere Role

Description

Position Summary:

Looking to break into the digital publishing world with a remote-friendly, beginner-approved opportunity? Our client, a leading nonfiction publishing company focused on Amazon Kindle, is hiring freelance team members to support book production and launch workflows. If you're detail-oriented, reliable, and excited about publishing—but don't have experience, a writing portfolio, or a degree—this role is designed for you.

As a Kindle Book Production Support Specialist, you'll guide nonfiction book projects from concept to completion using prebuilt tools, AI-generated content, and step-by-step templates. You'll be paid for every completed and approved project and can work entirely from home—or anywhere in the world—with no fixed schedule or required hours.

This is not creative writing, blogging, or ghostwriting. It's real, structured, remote production work that pays you to assist in launching Kindle eBooks using systems, not guesswork.

Key Responsibilities:

1. Guided Content Assembly

- Use structured prompts within an AI platform to generate nonfiction chapters
- Review and refine AI-generated content for flow, tone, and clarity
- Align output with a provided book outline, removing filler or duplications
- Edit the content to maintain logical progression and easy readability

2. Kindle Formatting and Manuscript Finalization

- Insert cleaned content into prebuilt Kindle templates
- Apply headings, spacing, and layout for Kindle readability
- Build a clickable table of contents
- Follow formatting best practices using a step-by-step publishing checklist

3. Metadata and Listing Setup

- Build Amazon book listings using copy templates
- Write keyword-optimized subtitles and descriptions
- Select backend keywords and Amazon categories
- Ensure listings are SEO-ready for visibility on the Kindle store

4. Publishing and Project Completion

- Upload finalized manuscript and metadata through Kindle Direct Publishing (KDP)
- Validate the upload using the KDP previewer

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

- Mark each task as complete and submit for internal review
- Receive payment upon approval

What a Typical Project Timeline Looks Like:

Day 1: Start Your Project

- Review your assignment brief and target audience
- Launch the AI tool and generate the first few chapters
- Begin refining and shaping the manuscript structure

Day 2: Finalize Content and Format

- Complete all chapters
- Paste and format content in the Kindle template
- Apply heading styles, page breaks, TOC, and layout standards

Day 3: Build the Listing and Upload

- Use provided swipe copy to write your title, subtitle, and description
- Insert keywords, select categories, and upload to KDP
- Submit your checklist and mark the project complete

Qualifications:

No Experience or Degree Required

- Must be fluent in English (reading/writing)
- Comfortable using browser-based tools and Google Docs
- Basic formatting and editing familiarity is helpful but not required
- Willingness to follow detailed instructions and checklists

Ideal Traits:

- Independent worker who stays on task
- Reliable and consistent with follow-through
- Quick to learn new tools and systems
- Able to complete projects within a 3-5 day window

You do *not* need to:

- Write original content from scratch
- Have publishing or editorial background
- Pitch clients or build a writing portfolio
- Understand the Kindle platform before applying (we'll train you)

Remote Work Made Simple:

This role is built for flexibility. You set your hours, pick your pace, and earn per project. Whether you want to build a full pipeline of income or complete a few books per month, the system is scalable.

How to Succeed in This Role:

- Stick to the provided process and tools
- Use checklists to stay organized
- Edit for clarity and structure, not creativity
- Communicate early if you need support
- Complete and submit each step—no skipping ahead

What's Included in the Program:

- AI writing assistant with prewritten prompts
- Kindle-formatted manuscript templates
- Amazon listing swipe files
- Keyword research tools

Base Salary

\$ 8000 - \$ 10000

Date posted

June 20, 2025

Valid through

01.01.2029

- Metadata frameworks
- Visual walkthroughs and onboarding tutorials
- Publishing checklist for every step
- Live support via chat for troubleshooting or formatting help

Compensation:

You'll receive a fixed payment per project, with the payout amount displayed before you begin. Bonuses may be available for fast turnarounds, formatting quality, or long-term consistency. Top contributors may also be offered participation in royalty-based projects or specialty book series.

There are no limits on your workload. Complete as many or as few books as you want—on your schedule.

FAQs:**Q: Is this really remote and freelance?**

Yes. You work from anywhere, on your own time. You're paid per completed project.

Q: Do I need any publishing knowledge?

No. Training is included, and everything runs on prebuilt systems.

Q: What if I don't know how to format a book?

Templates and visual tutorials make it easy. You'll learn as you go.

Q: What happens if I make a mistake?

You'll receive revision feedback. Mistakes are part of the learning process—especially for beginners.

Q: Can I work internationally?

Yes. As long as you are fluent in English and have a stable internet connection, you're welcome to apply.

Q: Is this a salaried job?

No. This is a freelance-style, per-project opportunity. You control how much you earn.

How to Apply:

Click the application link to start onboarding. You'll receive your training video, sample project, and toolkit access. Once approved, you'll unlock the project dashboard and begin working immediately.

Why This is the Ideal Entry Point Into Digital Publishing:

Most "freelance writing jobs" are either underpaid, inconsistent, or creatively exhausting. This role offers something different: real publishing experience, consistent pay, and a system built for beginners. You'll learn to create real Kindle books, gain valuable formatting and editing experience, and get paid for every finished project—without ever writing from scratch.

Apply now and launch your remote publishing career today. Your first book project could be complete (and paid for) by next week.

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Disclosure

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