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Online eBook Formatting Expert - No Prior Experience Needed

Description

Position Summary:

If you have a knack for organization, enjoy working independently, and are looking for a flexible online job with zero prior experience required, this opportunity may be perfect for you. Our client, a growing nonfiction publishing brand specializing in Kindle eBooks, is hiring Remote eBook Formatting Specialists to prepare nonfiction manuscripts for digital publication using guided systems and templates.

This isn't a creative writing job, and it doesn't involve blogging or marketing. Instead, it's a structured workflow role where you'll organize, format, and finalize nonfiction content using Kindle-optimized templates, AI-generated drafts, and easy-to-follow publishing checklists. All training is included, and no degree, portfolio, or experience is required to get started.

Key Responsibilities:

1. Content Formatting and Layout

Transfer finalized text into Kindle manuscript templates
Apply heading styles, spacing, and alignment standards
Insert page breaks and table of contents using provided tools
Ensure formatting readability for mobile and eReader devices

2. Final Manuscript Assembly

Use AI-generated drafts to populate manuscript sections
Follow a structured outline and apply editorial consistency
Clean up visual structure and verify proper layout in preview mode

3. Product Listing Metadata

Use copy swipe files to insert book titles, subtitles, and benefit-driven descriptions
Assign backend keywords and categories for Amazon discoverability
Ensure metadata accuracy and consistency

4. Upload & Submission Workflow

Finalize and upload files through Amazon Kindle Direct Publishing (KDP)
Confirm successful formatting using KDP's built-in previewer
Submit your project checklist for internal review and payment processing

Sample Week on the Job:

Monday: Accept a new assignment on the topic of "Time Management for Remote Workers."

Tuesday: Insert and format AI-generated content using Kindle templates.

Wednesday: Finalize layout, create the book's Amazon listing using swipe templates.

Thursday: Upload to KDP, verify with previewer, and submit for approval.

Friday: Receive payout and unlock next assignment.

Who This Role is For:

This entry-level role is designed for:
People new to online freelance work
Stay-at-home parents, caregivers, or students

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

Career changers looking for flexible digital work
Individuals who enjoy checklists, templates, and repeatable systems

Requirements:

Required:

Fluency in English (reading/writing)
Basic computer literacy (Google Docs, copy/paste, file uploads)
Reliable internet connection
Commitment to completing structured projects

Preferred (but not required):

Experience with formatting or editing tools
Interest in nonfiction topics
Familiarity with eBooks, Kindle, or online publishing tools

What You Don't Need:

A college degree
Any creative writing background
A portfolio or past freelance experience
Knowledge of Amazon KDP (training provided)

How to Succeed:

Use templates and checklists to avoid mistakes
Work methodically to ensure layout accuracy
Ask questions early if you encounter issues—support is built in
Focus on clarity, consistency, and following the workflow

Benefits:

Remote Flexibility:

Work from anywhere with an internet connection
Choose your own hours
No meetings, no phone calls, no clients to manage

Project-Based Compensation:

Paid per approved project
Flat rate per book (no hourly tracking)
Bonus opportunities for quick turnaround or exceptional formatting

Professional Development:

Learn Kindle publishing systems
Gain practical experience in digital publishing
Build skills relevant to content coordination, formatting, and metadata optimization

FAQs:

Do I need publishing experience?

No. Everything you need is taught during onboarding.

How long does each project take?

Most specialists complete a project in 4–6 hours once familiar with the tools.

Can I do this part-time?

Yes. There are no required hours. Work as much or as little as you choose.

Is this open internationally?

Yes. This opportunity is available globally to fluent English speakers.

What if I format something incorrectly?

You'll receive feedback and be able to revise. Errors are expected early on.

How to Apply:

Click the application link to access onboarding. You'll watch training videos, complete a practice project, and gain access to paid assignments once approved. No interviews, resumes, or writing tests required.

Why This is the Right Online Job for You:

Most entry-level freelance jobs require you to hustle for gigs, submit samples, or have a writing background. This one doesn't. It gives you the tools, the workflow, and the pay—you bring the focus and follow-through. If you can follow directions, format documents, and work independently, you'll succeed here.

Apply today and start formatting your first Kindle eBook project—with zero experience required.

Base Salary

\$ 8000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

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Disclosure

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