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Remote Work Writing Coordinator – No Portfolio Required

Description

Position Summary:

Searching for writing jobs online often leads to dead ends if you don't have a portfolio, published samples, or years of experience. But not here. Our client, a remote-first nonfiction publishing company focused on high-demand Kindle content, is hiring Work-from-Home Writing Coordinators to help bring nonfiction eBooks to life.

This isn't ghostwriting or pitching clients. You won't be responsible for creative ideation or writing from scratch. Instead, you'll use prebuilt tools, AI-generated content, and guided publishing workflows to complete nonfiction Kindle book projects. Each project is paid, training is provided, and you can work from anywhere—with no résumé, portfolio, or degree required.

What You'll Do:

1. Content Assembly Using AI Support

- Generate chapter-by-chapter content with built-in prompts
- Refine AI-generated material for accuracy and logical flow
- Eliminate redundancy and improve clarity

2. Kindle Formatting & Layout Preparation

- Format books using predesigned Kindle templates
- Apply correct headings, structure, and visual layout
- Create clickable table of contents and apply layout consistency

3. Amazon Listing & Metadata Optimization

- Craft book titles and descriptions using copy swipe files
- Choose backend keywords and categories for Amazon KDP
- Enter metadata to maximize visibility and discoverability

4. Submission and Publishing Workflow

- Upload finalized files to Kindle Direct Publishing (KDP)
- Verify formatting using previewer tools
- Complete submission checklists and mark project milestones

Weekly Workflow Sample:

Monday: Accept a new assignment on "Digital Decluttering for Professionals."

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

Tuesday: Generate and refine AI-supported content.
Wednesday: Format the manuscript and insert it into Kindle templates.
Thursday: Finalize listing, metadata, and submit the book.
Friday: Get approval and payout. Start next project or pause—you're in control.

No Portfolio? No Problem.
You don't need writing samples or a résumé. You don't need to cold email clients or wait weeks for feedback. Projects are assigned to you through your dashboard, and each one includes:

- A structured topic brief
- A book outline
- Prebuilt templates for content, formatting, and listing

Who This Is Perfect For:

- Beginners looking to break into online publishing
- Stay-at-home professionals or part-time workers
- Career changers exploring remote writing work
- Organized individuals who prefer structure over creativity

Qualifications:
Required:

- English fluency (reading and writing)
- Internet access and basic digital literacy
- Ability to follow written instructions and templates

Nice to Have (But Not Required):

- Interest in nonfiction writing or publishing
- Familiarity with Google Docs or eBook readers
- Reliable personal workflow or time-blocking habits

What You'll Learn (and Get Paid For):

- Nonfiction editorial process using AI support
- Kindle eBook formatting and layout
- SEO-based metadata and book listing optimization
- KDP upload and version control workflows

Pay & Flexibility:

- Paid per project with clearly stated flat rates
- Bonus opportunities for speed and formatting accuracy
- No hourly tracking or time logs
- Choose your own workload and schedule

Support & Tools Provided:

- Onboarding and visual walkthroughs
- AI content tool access
- Formatting templates and listing swipe files
- Live support chat and FAQs for project troubleshooting

FAQs:
Do I need to be a writer?

No. You're not writing from scratch. You'll use AI and formatting tools.

How soon can I get started?
Most applicants complete onboarding and start earning within a week.

Is this open to international applicants?
Yes. As long as you're fluent in English, you can apply from anywhere.

How long is each project?
Most first-time coordinators complete a full project in 5–7 hours.

What if I get stuck or make a mistake?
Revisions are expected and support is always available.

How to Apply:
Click the application link to begin onboarding. You'll complete an introductory walkthrough, test project, and unlock access to live, paid assignments. No portfolio. No resume. No creative tests.

Why This is One of the Easiest Ways to Start Writing Online:
Many entry-level writing jobs online are vague, competitive, and slow to pay. This one is structured, reliable, and built for beginners. If you can follow instructions and complete checklists, you can earn a steady income while building real publishing skills.

Apply now and begin coordinating your first book project from home—no portfolio required.

Disclosure

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