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Description

Yelp Remote Jobs | Remote Business Listings Support Specialist | \$25-\$35/hr

Shape the Local Business Landscape from Home—Become a Remote Business Listings Support Specialist

Are you passionate about helping local businesses thrive? Do you want to make a difference from the comfort of your own home? We are looking for enthusiastic individuals to join our team as Remote Business Listings Support Specialists. No prior experience is necessary—just a strong attention to detail, a passion for customer service, and an eagerness to learn. We provide comprehensive training to set you up for success. Earn between \$25-\$35 per hour while assisting businesses, ensuring their listings are accurate, and being part of a dynamic, remote team.

About the Role

As a Remote Business Listings Support Specialist, you will be responsible for helping local business owners optimize their online presence. You will guide them through updating their business listings, ensuring their information is accurate, and assisting them with any questions they may have.

This role is perfect for individuals who enjoy connecting with people, solving problems, and want to help businesses reach new customers. Whether you're answering inquiries, troubleshooting issues, or proactively providing recommendations, you will play a key role in supporting local businesses and improving their online visibility.

Your work will involve interacting with business owners via email, chat, or phone, ensuring that their listings are up-to-date, relevant, and accurately represent their business. By providing exceptional support, you will help businesses attract new customers and grow their online presence.

What You'll Do

- **Business Listings Management:** Assist business owners with setting up, updating, and optimizing their online listings to ensure accuracy and visibility.
- **Customer Interaction:** Respond to inquiries from business owners via phone, email, and chat, providing guidance and answering questions regarding their listings.

Hiring organization

Remote Job Recruiting

Employment Type

Full-time, Part-time

Industry

Customer Service

Job Location

Remote work from: United States

Base Salary

\$ 25 - \$ 35

Date posted

March 20, 2026

Valid through

01.01.2029

- **Problem Solving:** Troubleshoot issues related to business profiles, including incorrect information, photos, or reviews. You will help business owners resolve problems and make necessary updates.
- **Documentation:** Keep detailed records of customer interactions, ensuring a smooth follow-up process and contributing to our knowledge base to enhance our support services.

Why You Should Apply

- **No Experience Needed:** We provide extensive training to equip you with the skills needed to succeed in this role, regardless of your background.
- **Work from Home:** Enjoy the flexibility of remote work, setting up a workspace that works for you.
- **Earn \$25-\$35/hr:** We offer competitive pay for your dedication to supporting local businesses.
- **Career Growth Opportunities:** Start as a Business Listings Support Specialist and grow into roles in customer success, account management, or quality assurance. We believe in nurturing talent and providing opportunities for growth.

A Day in the Life

Your day starts in your home workspace, where you log in and begin reviewing support requests from local businesses. Your first call is with a restaurant owner who needs help updating their operating hours. You walk them through the process step-by-step, ensuring the information is correct and that their listing is optimized to attract customers.

Later, you assist a retail store owner who wants to add photos to their listing. You provide clear instructions, help troubleshoot any technical issues, and offer recommendations on how to make their listing more visually appealing.

You also participate in a virtual meeting with your team to share updates, discuss challenges, and learn about new tools that can help you assist business owners even better. Even though you work remotely, you feel connected to your team and know you're making a real difference for small businesses.

Who We're Looking For

- **Detail-Oriented:** You are meticulous and enjoy making sure information is accurate and up-to-date. Your attention to detail ensures that business listings are correct and engaging.
- **Effective Communicators:** You can communicate clearly and effectively with business owners, providing them with the information and guidance they need to improve their listings.
- **Problem Solvers:** You enjoy taking on challenges and finding effective solutions. You are resourceful and able to troubleshoot issues related to online listings.
- **Empathetic and Patient:** You genuinely care about helping local businesses succeed. You understand the challenges they face and are committed to providing the support they need to thrive.

Why This Job Matters

Small and local businesses are the backbone of our communities, and their online presence plays a crucial role in their success. As a Remote Business Listings Support Specialist, you will be instrumental in ensuring that business owners can

effectively reach their customers through accurate and engaging online listings.

Your role will help business owners navigate the online space, improve their visibility, and attract new customers. By providing support and guidance, you will contribute to the growth and success of countless businesses, making a real impact in local communities.

Career Advancement Opportunities

We believe in promoting from within and supporting our team members in achieving their career goals. Whether you want to move into customer success, quality assurance, or account management, we provide the resources and training necessary to help you advance.

Our promote-from-within philosophy ensures that as you gain experience, you will have opportunities to expand your role, take on new responsibilities, and grow in a direction that aligns with your interests and career aspirations.

Training and Support

We understand that stepping into a new role can be both exciting and overwhelming. That's why we provide comprehensive training to help you feel comfortable with our tools, processes, and the support services we offer.

Training is ongoing, with learning modules, workshops, and regular feedback from supervisors to help you continually improve your skills. We are committed to helping you succeed and will provide all the resources you need to thrive in your role.

Team Culture

Remote work doesn't mean working alone. We are committed to building a supportive and collaborative team culture, even while working from different locations. Regular virtual meetings, team-building activities, and open communication ensure everyone feels like a valued member of the team.

We celebrate each other's successes, support one another through challenges, and value every contribution. When you join us, you become part of a community that cares about your growth and well-being.

How to Succeed in Remote Work

To succeed as a Remote Business Listings Support Specialist, it's important to create a dedicated workspace where you can focus and minimize distractions. Time management is key—set a schedule that works for you, and make sure to stick to it to stay organized and productive.

Communication is crucial—stay connected with your team, actively participate in meetings, and ask questions whenever you need help. Approach each customer interaction with empathy and a desire to help, and you will succeed in this role.

Use the resources provided to continually improve your skills, and approach every challenge with a positive mindset. With dedication and a proactive approach, you will thrive as a Business Listings Support Specialist.

Why Choose Yelp Remote Jobs?

Working as a Remote Business Listings Support Specialist offers flexibility, growth

opportunities, and the chance to make a meaningful impact—all from the comfort of your home. Forget the traditional office setting—this role allows you to work on your own terms while helping local businesses succeed.

With competitive pay, opportunities for advancement, and a supportive team, this position is more than just a job—it's a chance to make a difference, grow professionally, and contribute to the success of local businesses. We are dedicated to helping you succeed every step of the way.

Team Testimonials

“Helping local businesses improve their listings has been incredibly rewarding. The flexibility of remote work is perfect for my lifestyle, and I love knowing that my work makes a real difference for business owners. The training was thorough, and the support from my team has been amazing.” – Jamie, Business Listings Support Specialist

“I joined without much experience, but the training and support I received made it easy to get started. The ability to work from home and help businesses thrive has been an incredible experience. I love being part of a company that values my growth and contributions.” – Alex, Business Listings Support Specialist

How to Apply

Are you ready to start a rewarding career as a Remote Business Listings Support Specialist? Click the “Apply Now” button below. We are looking for motivated individuals who are excited to learn, grow, and make a positive impact—all while working remotely.

Apply today and take the first step towards an exciting, flexible, and rewarding career supporting local businesses!



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