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Remote Data Entry Specialist – Amazon Seller Central (Part-Time)

Description

Job Responsibilities

- Accurately enter and manage product data within the Amazon Seller Central platform
- Ensure all product listings comply with Amazon's policies, formatting standards, and category guidelines
- Update product titles, descriptions, images, pricing, and variations as required
- Monitor inventory levels and adjust stock quantities to maintain accurate availability
- Perform routine quality checks to verify data accuracy and completeness
- Identify and resolve listing errors, inconsistencies, or suppressed products
- Stay informed about updates to Amazon's listing policies and best practices
- Collaborate with team members to address discrepancies and improve listing performance

Requirements

- Proven data entry skills with experience using spreadsheets or database systems
- Strong attention to detail and high level of accuracy
- Familiarity with Amazon Seller Central or similar e-commerce platforms (preferred but not mandatory)
- Good written and verbal communication skills
- Ability to work independently and meet deadlines in a remote setting
- Reliable high-speed internet connection and access to a computer/laptop
- Availability to work part-time hours with flexibility during peak sales periods

Compensation & Benefits

- Part-time remote position with flexible scheduling
- Competitive hourly pay (based on experience)
- Opportunity to gain hands-on experience in e-commerce operations
- Performance-based incentives (where applicable)
- Work-from-home setup with no commuting required
- Supportive team environment with opportunities for skill development and growth

Hiring organization
Amazon

Employment Type
Part-time

Job Location
Remote work from: US

Working Hours
8

Base Salary
USD 20 - USD 30

Date posted
April 3, 2026

Valid through
30.12.2026