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Digital Real Estate Deal Coordinator | Remote Entry-Level Position | Support Wholesaling Operations

Description

A distributed real estate firm specializing in off-market acquisitions is hiring Digital Deal Coordinators to manage the contract flow of wholesale property transactions. This fully remote role focuses on supporting the documentation and timeline tracking of real estate deals, with zero licensing, phone calls, or selling required. All training is provided through a system developed by a nationally known real estate investor featured on A&E.

If you're organized, digitally fluent, and eager to learn how the real estate wholesaling process works from the inside out, this structured opportunity offers real skills, flexible hours, and performance-based income.

What You'll Do

You'll be responsible for taking in signed seller contracts and helping to move them through a standardized, step-by-step assignment process. Your job is to act as the digital backbone of the transaction—verifying accuracy, managing timelines, organizing files, and delivering properly formatted contracts to cash buyers.

Typical tasks include:

- Reviewing real estate purchase agreements for critical terms and missing data
- Logging contract details into internal spreadsheets and project trackers
- Naming and storing files according to provided folder systems
- Preparing assignment contracts using prewritten templates
- Sending completed deal packets to investor buyers using secure cloud links
- Updating delivery records and reporting file completion
- Archiving closed deals for compliance and recordkeeping

This role is suited for individuals who enjoy checklists, quiet work environments, and project-based execution without distractions.

Training Provided

All onboarding is handled via a proprietary training platform built by an industry-leading wholesaler. You'll learn:

- What makes a real estate contract assignable
- How to spot and correct contract issues
- Best practices for file formatting and folder management

Hiring organization

Work From Home Customer Service
Jobs No Experience Needed

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

- How to prepare and deliver assignment contracts
- How to manage multiple deals without error or overwhelm

You'll receive templates, SOPs, walkthroughs, and real-world examples that allow you to step directly into a working system.

Base Salary
\$ 2000 - \$ 10000

Tools You'll Use

- Google Docs, Sheets, and Drive
- Cloud storage platforms (Dropbox, OneDrive)
- Pre-built contract templates
- Internal checklists and trackers
- Email and messaging scripts (no live calls required)

Date posted
April 29, 2026

Valid through
01.01.2029

Ideal Candidate Traits

- Comfortable using digital tools for document management
- Detail-focused and deadline-conscious
- Able to work independently without direct oversight
- Willing to follow a step-by-step process for consistent outcomes
- Interested in gaining real experience in real estate operations

What You Won't Do

- No cold calling or lead generation
- No property visits or negotiations
- No licensing or sales certifications required
- No client-facing responsibilities—this is back-office execution

Compensation Model

You'll be paid per completed transaction. Each wholesale deal you help process typically results in a payout between **\$2,000 and \$10,000**, depending on the assignment value and file accuracy. The faster and cleaner your work, the more deals you can take on.

You control the pace. Start with one or two deals per month and scale as you build confidence.

Who Excels in This Role

- Individuals seeking flexible, remote-first work with measurable output
- Entry-level job seekers wanting a legitimate way into real estate
- Task-oriented workers who enjoy clear deliverables
- Freelancers or part-time workers wanting to specialize in a high-value niche
- Career changers who are digitally fluent and process-driven

What You'll Gain

- Experience with real-world contract workflows
- A monetizable skill you can offer to other real estate investors
- Clarity on how real estate wholesaling actually works
- Templates, checklists, and systems you can reuse
- Compensation tied directly to outcomes—not time clocks

Position Type

Remote | Contract-Based | Project-Driven | No License Required

To begin onboarding and learn how to assist with real estate deals from your own device, see the description for instructions.



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