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Real Estate Wholesaling Admin Partner (Remote) | Contract Coordination Role | No License Required

Description

A digital-first property group is onboarding remote administrative partners to support the processing of real estate wholesaling contracts. If you've ever wanted to break into the world of real estate—but without phone calls, licensing requirements, or sales pressure—this structured, back-end role offers a direct path. The systems you'll follow were built by a nationally recognized A&E-featured investor and are designed to help everyday people manage real deal flow entirely from home.

You'll be responsible for managing the logistics and documentation that make each deal legally assignable. No prospecting, no pitching—just consistent, checklist-driven execution that helps match motivated sellers with investor buyers.

What You'll Be Doing

As an Admin Partner, you'll step in once a seller contract has been signed. Your mission is to prepare that deal for assignment by making sure every part of the documentation is correct, complete, and compliant. You'll work through templated checklists and folder systems to keep deals organized and on track.

Your responsibilities include:

- Reading and verifying incoming property contracts for critical information
- Identifying and correcting missing signatures, errors, or formatting issues
- Updating internal deal logs and pipeline spreadsheets
- Preparing assignment documentation using fill-in-the-blank templates
- Delivering completed assignment packets to investors using email or secure cloud tools
- Monitoring file status and recording delivery confirmations
- Archiving completed deals into a digital record system

Each deal you handle will follow the same system. The better you execute, the faster and more reliably deals can close.

Why This Matters

In real estate wholesaling, profit lives in the paperwork. Deals fall apart every day due to missing fields, overlooked dates, or poorly delivered contracts. As an Admin Partner, your job is to eliminate those bottlenecks. You're not just handling files—you're unlocking closings.

Training Provided

Hiring organization

The Real Estate Insiders

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

You'll get access to a complete training library, built from real-world experience and high-volume deal data. This includes:

- How to read and prepare purchase and assignment contracts
- Folder systems for clean file organization and delivery
- Templates for emails, updates, and clarification requests
- Delivery workflows and compliance checkpoints
- Sample deals and hands-on video walkthroughs

Base Salary
\$ 2000 - \$ 10000

Date posted
May 1, 2025

You don't need prior experience in real estate. You just need the discipline to follow a system and complete work with care.

Valid through
01.01.2029

Requirements

- A desktop or laptop with consistent internet access
- Familiarity with Google Docs, Sheets, and Drive
- Strong organizational habits and document accuracy
- Clear written communication
- Ability to work independently and manage your own queue

Compensation

You'll be paid per completed deal you help process. Depending on assignment size and turnaround time, payouts typically range from **\$2,000 to \$10,000 per transaction**. There is no hourly tracking. Your income is tied to results, not availability.

This model allows you to ramp up at your own pace. Start with one deal and grow from there as your confidence and workflow improve.

This Role Is a Fit If You:

- Want to work in real estate without getting licensed
- Enjoy task-based work with defined outcomes
- Prefer working independently from home
- Have a talent for staying organized with digital files
- Are looking for a scalable skill that supports long-term income

What You'll Walk Away With

- Experience supporting real estate deals without needing to sell
- A complete documentation system you can replicate or offer to others
- Templates and scripts for high-efficiency work
- A flexible, project-based income stream tied to your personal output
- The ability to build a portfolio of successful transaction support work

Position Type

Remote | Project-Based | Entry-Level Friendly | Results-Based Compensation

To begin onboarding and get access to your first contract coordination workflow, see the description for next steps.

Your responsibility? Ensure that every contract is clean, complete, and assignment-ready before it's delivered to cash buyers. Every task you perform supports a live real estate deal moving toward close. No phone calls, no cold outreach—just structured work with real results.

What You'll Handle

- Receive signed seller agreements from acquisition reps
- Analyze contracts for missing or incorrect terms—flag anything that prevents assignment
- Format files using naming conventions for clarity and legal organization
- Fill in assignment templates using property and pricing information
- Confirm deal details (price, closing date, buyer/seller names) match across all documents
- Share completed assignment packets with buyers using secure delivery methods
- Archive deals in designated folders once fully executed
- Track deliverables using internal spreadsheets and deal logs

You'll be working entirely online, inside a repeatable framework with digital tools and guidance from your training system.

Why This Role Exists

In real estate wholesaling, delays and errors in paperwork can kill deals. Investors need coordinators who can ensure contracts are handled properly from the moment they're signed to the moment they're assigned. This role is the glue that holds the backend of the deal together. You'll ensure everything moves on time—and nothing is missing when the buyer is ready to sign.

No Experience? No Problem. Training Covers It All.

You'll gain access to a comprehensive system that includes:

- Contract interpretation basics
- Common wholesaling pitfalls to avoid
- Assignment preparation using plug-and-play documents
- Folder structure systems that keep deals organized
- Message templates for quick communication with internal team members
- Timeline trackers that help manage multiple deals at once

By the end of your first week, you'll be fully equipped to process real deals with confidence.

What You'll Need to Get Started

- A computer or laptop with stable internet access
- Familiarity with Google Docs, Sheets, and basic digital storage tools
- A willingness to follow checklists and structured workflows
- Comfort reading and editing contract documents
- Independent work ethic and pride in clean execution

Compensation Structure

You are paid per transaction you complete—not by the hour. Coordinators in this role typically earn between **\$2,000 and \$10,000 per deal**, depending on the deal size, your turnaround time, and assignment value. There's no upper limit on how many deals you can process, and no minimum requirements either.

Some begin slowly to learn the process. Others build a consistent flow of income by managing several contracts per month.

This Role Fits You If You...

- Want to be in real estate but avoid sales and phone work
- Have strong attention to detail and love following systems
- Are seeking remote work with flexible hours and tangible output
- Prefer solo project execution over collaborative meetings
- Want to develop a real-world skill in a high-growth industry
- Appreciate seeing a transaction go from start to finish—because you made it happen

Your Daily Workflow Might Include:

- Reviewing two to three new contracts
- Fixing one that's missing a signature
- Delivering a complete packet to a buyer
- Archiving a file after confirmation
- Updating your tracker and moving on to the next

Every hour you spend goes directly toward closing real transactions.

What You'll Walk Away With

- A complete understanding of wholesale real estate paperwork
- Mastery of digital tools used in real estate coordination
- A replicable, high-value skill for ongoing freelance or contract work
- Templates and systems you can apply to other industries or investors
- Income tied to your ability to deliver—not how long you're logged in

Position Type

Remote | Contract-Based | Flexible Schedule | Skill-Based Pay

To begin onboarding and get immediate access to the real estate assignment workflow, see the description for next steps.



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