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Real Estate Wholesaling Coordinator | Online | No License Needed | Structured Training Provided

Description

A fast-growing property investment group is expanding its remote coordination team and is currently seeking driven, detail-oriented individuals to assist with real estate wholesaling operations. This fully online opportunity is ideal for those looking to work behind the scenes on real estate deals—no license, experience, or sales calls necessary.

This position gives you direct access to a streamlined, system-based approach to real estate investing built by a successful investor who has been featured on A&E. You'll support the contract process that drives profitable wholesale deals, using clear checklists, templates, and cloud-based tools to execute each step.

What the Role Involves

As a Remote Real Estate Wholesaling Coordinator, you'll be responsible for ensuring that contracts are error-free, properly formatted, and delivered to buyers in a timely manner. Your role begins after the property is under contract and ends when that contract has been assigned to a buyer.

You won't be expected to source leads, negotiate deals, or speak with clients. Instead, your value comes from your ability to manage digital workflows, follow procedures, and keep real estate transactions moving efficiently from intake to assignment.

Key Responsibilities

- Review purchase contracts for accuracy (names, dates, addresses, and signatures)
- Use templated documents to create clean assignment agreements
- File and organize digital documents into structured folders
- Track deadlines and project stages using shared spreadsheets
- Deliver finalized contract packets to buyers via email or cloud sharing
- Log confirmations and archive transactions upon completion
- Flag missing or incorrect information to internal team members using scripted messages
- Maintain compliance and consistency through SOP-driven task execution

You Will Not Be Expected To:

- Make phone calls to sellers or buyers
- Generate leads or run ads
- Sell or market properties

Hiring organization

Real Estate Wholesaling USA

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

- Get licensed or invest money
- Attend meetings or in-person events

This role is about documentation, execution, and precision—not sales.

Training Overview

Training is included and built around a proven real estate coordination system created by a public figure with national exposure. The training process walks you through:

- Understanding the real estate wholesaling process
- Interpreting purchase agreements and assignment contracts
- Completing digital forms correctly
- Using cloud-based storage and folder systems
- Managing timelines and tracking deal status
- Communicating with your team effectively

You'll get access to contract templates, digital trackers, internal SOPs, and communication scripts so you always know what to do, how to do it, and when it's due.

What You'll Need

- A computer with internet access
- Comfort using Google Docs, Sheets, and Drive
- Ability to follow processes with accuracy
- Strong organizational habits
- A quiet, distraction-free environment

You will be working independently, but with full support from written systems and workflows.

Compensation Details

This is a project-based opportunity with payouts tied to performance. You're paid per deal you process from contract intake to successful delivery. Most transactions pay **between \$2,000 and \$10,000**, depending on deal size and assignment terms.

The more deals you complete, the more you earn. There are no caps and no quotas—your income potential is based on your ability to execute consistently and efficiently.

Who Thrives in This Role

- People who enjoy structured, task-based work
- Virtual assistants or freelancers looking to enter a high-demand niche
- Entry-level workers who want to build valuable experience
- Career changers who prefer real skills over phone-based work
- Organized thinkers who love checklists and precision

You don't need to be licensed or experienced—just committed, organized, and ready to learn.

A Day in the Life

You log in and review a new contract that was submitted overnight. After verifying

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

the seller's name and address are accurate, you notice the pricing field is left blank. You send a prewritten message to the internal rep requesting an update. Meanwhile, you prepare the assignment agreement for a second deal, file it under the buyer's name, and send out the finalized package via secure cloud link. You update your tracker and archive the deal after confirming delivery.

Every task is clear. Every result matters. You make real deals close smoothly—without ever getting on the phone.

Benefits of This Role

- Real experience with transaction workflows and documentation
- Direct impact on live, profitable real estate deals
- Flexibility to set your own schedule
- A proven system that you can eventually apply as a freelancer or independent contractor
- A practical, scalable skill set you can continue to use long-term

Position Format

- 100% Remote
- Entry-Level
- Project-Based
- Flexible Schedule
- No License or Experience Required

Next Steps

To begin training and gain access to the coordination system used by a nationally recognized wholesaler, see the description for instructions.

This is your chance to get inside the real estate industry from the back end—where quiet focus, consistency, and attention to detail create real results.

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Disclosure

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