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Real Estate Wholesaling Deal Processor | Fully Remote | No License or Experience Required

Description

A remote acquisitions firm is hiring Deal Processors to support its fast-paced, contract-driven real estate wholesaling division. This is a 100% work-from-home role built for individuals who want to gain hands-on exposure to real estate deals—without selling, cold calling, or buying property. You'll be following a proven digital workflow created by a nationally recognized investor featured on A&E, designed to streamline the process of assigning real estate contracts to investor buyers.

If you're organized, process-oriented, and excited to learn the back-end systems that drive real estate profits, this opportunity allows you to contribute directly to active deals, all while building a valuable, scalable skill set.

What You'll Do

As a Deal Processor, you'll step into the transaction pipeline after a seller signs a contract. From there, your responsibility is to prepare that contract for legal assignment to a cash buyer. This involves document validation, digital organization, file formatting, and deadline tracking.

You'll work exclusively on the administrative side of the deal. You'll never be expected to generate leads or interact with sellers. Your focus is clean execution—keeping contracts moving so assignments happen without delays or legal hiccups.

Your Responsibilities Will Include:

- Reviewing incoming contracts for completeness and formatting errors
- Verifying pricing, dates, and required clauses are in place for legal assignment
- Organizing digital files into pre-structured folders for each deal
- Updating internal spreadsheets with contract details and timelines
- Preparing assignment contracts using provided templates and automation tools
- Delivering completed files to vetted buyers through email or cloud links
- Tracking each deal's status and flagging any items needing attention
- Archiving finalized transactions and submitting documentation for recordkeeping

You'll be expected to complete each deal with accuracy and consistency using checklists and SOPs provided during onboarding.

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

What You Will Not Do:

- No phone calls or sales responsibilities
- No real estate license required
- No cold outreach, marketing, or lead generation
- No client management or live meetings

This role is all about delivering clean, timely results using repeatable digital systems.

Training and Tools Provided

You'll receive full training through a guided system developed by a top real estate wholesaler. The training includes:

- Contract reading and formatting walkthroughs
- Assignment contract generation using editable templates
- Timeline tracking and delivery confirmation
- Version control and document compliance strategies
- Folder and naming conventions for digital file storage
- Pre-written scripts for communication with internal team members

Everything is laid out step-by-step, with visual guides, real deal examples, and automation tips to help you succeed.

Requirements

- Access to a laptop or desktop with a stable internet connection
- Familiarity with Google Docs, Sheets, and Drive
- High attention to detail and the ability to follow structured workflows
- Comfort working independently and managing your own deadlines
- Strong written communication for short, scripted email responses

Compensation

This is a per-project role. You'll earn a payout for each wholesale deal you process and deliver. Compensation typically ranges from **\$2,000 to \$10,000 per deal**, depending on deal structure, assignment size, and speed of execution. There's no limit on how many deals you can handle—your income scales with your accuracy and output.

This structure allows you to work at your own pace. Some team members start with one contract a month; others manage multiple simultaneously once confident.

Who This Is Perfect For

- Entry-level remote workers seeking a practical way into real estate
- Detail-driven freelancers looking for a consistent, document-focused role
- Admin professionals transitioning into project-based online work
- Digital organizers who enjoy checklists, file systems, and quiet work environments
- Curious learners ready to build a highly monetizable skill

What You'll Gain

- Firsthand experience with real estate deal flow
- An in-demand back-end skill used by investors nationwide

Base Salary

\$ 2000 - \$ 10000

Date posted

May 1, 2025

Valid through

01.01.2029

- Systems and templates you can use again or even resell as a service
- Flexible, results-based income from home
- A long-term opportunity to grow in a high-margin niche of real estate

Position Type

Remote | Entry-Level | Contract-Based | Performance-Paid

To get started and receive access to the training system and contract coordination platform, see the description for instructions.



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Disclosure

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