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Real Estate Wholesaling Deal Tracker | Remote Position | Document-Driven Role with No License Required

Description

A virtual wholesaling operation is hiring remote Deal Trackers to manage the movement and documentation of residential real estate contracts. This is not a sales or lead generation position—instead, it's a fully online role designed for individuals who thrive on digital organization, detail-focused tasks, and structured workflows. You'll be supporting a contract-based system developed by a high-volume investor featured on A&E, assisting with real transactions that generate profit through assignment—not property ownership.

This position is perfect for those who want real-world exposure to real estate without the need for cold calling, licenses, or in-person meetings. You'll work behind the scenes, helping each contract flow smoothly from seller signature to final investor handoff.

Role Overview

Once a seller has agreed to a property sale, your job begins. You'll track the contract through a step-by-step digital process: checking for missing info, organizing documents into shared systems, and preparing assignment packets using pre-built templates. Think of this role as the central hub of deal logistics—ensuring every field is correct, every date is tracked, and nothing falls through the cracks.

Daily Responsibilities

- Review signed purchase agreements for accuracy: buyer/seller info, address, terms
- Cross-reference signatures, clauses, and deadlines using internal checklists
- Format and organize files in structured cloud folders (e.g., Google Drive)
- Complete assignment contracts based on deal details using pre-filled templates
- Update internal spreadsheets or dashboards with contract progress
- Send assignment packets to investor buyers through secure delivery links
- Confirm file receipt, log delivery status, and flag outstanding tasks
- Archive completed deals for compliance and payout tracking

Every task you handle is part of a real transaction that could net thousands for the team—your accuracy and attention to detail ensure the deal gets paid out.

Training Included

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

You'll receive access to a digital onboarding system developed by an investor who has scaled wholesaling nationally. This includes:

- Guided video walkthroughs of real contracts
- Sample transactions with annotations and error-spotting tips
- Naming conventions, storage logic, and file system setups
- Assignment contract generation and version control practices
- Message templates for quick internal follow-ups
- Full checklists and SOPs to repeat every deal successfully

Base Salary
\$ 2000 - \$ 10000

Date posted
April 29, 2026

Valid through
01.01.2029

Whether you've worked in operations, admin, or are brand new to real estate, this training will give you the tools to execute confidently.

Tools You'll Use

- Google Sheets and Docs
- Cloud storage (Google Drive, Dropbox, etc.)
- PDF editing tools for formatting
- Templated communication via email or shared notes

Requirements

- Laptop or desktop with internet access
- Ability to follow checklists without deviation
- Willingness to work independently with minimal supervision
- Written communication skills for professional updates
- Comfort using digital folders, spreadsheets, and templated documents

What You Won't Be Doing

- No cold calling or talking to clients
- No lead generation or advertising
- No real estate licensing required
- No in-person meetings or closings

Compensation

This is a per-deal performance-based opportunity. You'll earn payouts of **\$2,000 to \$10,000** per completed transaction, depending on the deal's scope, size, and market value. The more accurately and quickly you execute, the more you can earn. There are no caps—your output determines your income.

Who Excels Here

- Task-oriented individuals who enjoy completing checklists
- Freelancers or side hustlers looking for a real skill-based income stream
- Former office administrators or project managers now working remotely
- Entry-level workers seeking a results-driven role with growth potential
- Curious learners interested in how real estate investing actually works

What You'll Gain

- A back-end real estate coordination skill you can monetize long-term
- Experience in live transactions across multiple U.S. markets
- A replicable process you can offer to other investors or teams
- Flexible, remote-first income that pays you based on delivery
- The confidence and experience to work independently on valuable projects

Position Type

Remote | Project-Based | Entry-Level Friendly | Flexible Schedule | Performance-Paid

To begin onboarding and access your first workflow, see the description for instructions.



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