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Real Estate Wholesaling Fulfillment Assistant | Remote | Contract-Based Document Role (No Sales, No License)

Description

A growing real estate investment company is seeking Fulfillment Assistants to help manage the document handoff phase of wholesale property transactions. This is a remote, entry-level opportunity for detail-oriented individuals who want to work behind the scenes of real estate—without selling, showing houses, or cold calling.

You'll be supporting a digital workflow developed by a nationally recognized investor featured on A&E. Every task you perform helps move a real deal closer to a payday for the team. If you're dependable, systematic, and comfortable working with digital files and templates, this is a realistic way to gain real estate experience while getting paid for results—not hours.

What You'll Do

After a property seller signs an agreement, you'll step in to manage the paperwork process that makes the contract assignable. You won't be sourcing deals or contacting clients. Instead, your focus is on verifying, preparing, and delivering contract files correctly and on time.

Your Daily Responsibilities Will Include:

- Reviewing purchase contracts for accuracy (e.g., names, addresses, dollar amounts)
- Logging deals into a centralized tracker with timelines and status flags
- Formatting and organizing digital folders using a standardized system
- Creating clean assignment contracts using editable templates
- Ensuring deadlines, signatures, and required clauses are in place
- Sending completed packets to buyers via email or secure cloud links
- Recording confirmations and archiving closed deals for compliance
- Following deal-specific checklists to avoid missed steps or errors

Each deal has its own rhythm and requirements, but the system remains the same. You'll be following a predictable, proven structure every time.

Training Provided

You'll be trained in a documentation system developed by a high-volume investor. Training includes:

- Sample deals and contract examples to study

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

- Folder templates and naming conventions
- SOPs for every step of the delivery process
- Assignment contract walkthroughs
- Troubleshooting steps for missing or incorrect data
- Prewritten scripts and status update templates

Base Salary
\$ 2000 - \$ 10000

No real estate experience is needed. You'll be taught everything you need to know.

Date posted
May 1, 2025

What You'll Need

- A computer or laptop with a reliable internet connection
- Familiarity with Google Docs, Sheets, and file-sharing tools
- Ability to follow structured workflows without skipping steps
- Detail orientation when managing legal files
- Clear, written communication (no phone calls required)

Valid through
01.01.2029

What You Don't Need

- A real estate license
- Sales experience
- Prior industry knowledge
- Financial investment or startup costs

Compensation

This is a per-deal opportunity. You'll be paid for each transaction you process and deliver. Standard payouts range from **\$2,000 to \$10,000 per completed file**, depending on the size of the deal and assignment margin.

There's no limit on how many deals you can manage. You're paid for performance—clean delivery equals real payout.

Best Fit For:

- Freelancers who want to build a high-value remote skill
- Entry-level workers looking for results-based income
- Former administrative assistants who enjoy digital file work
- Parents or digital nomads seeking flexible, quiet work
- Anyone interested in real estate but not in sales or client work

Why This Role Exists

Wholesalers often generate great deals but lack the systems to close them efficiently. That's where you come in. Your role ensures no contract stalls, expires, or gets rejected due to technicalities. When deals go right, it's because someone like you was behind the scenes making sure the details lined up.

What You'll Gain

- Hands-on experience with real estate documentation
- Plug-and-play templates you can apply to future roles or clients
- A scalable system that pays based on outcomes
- Real-world exposure to the real estate investing process
- A work-from-home income stream that fits your schedule and pace

Position Type

Remote | Contract-Based | Entry-Level | Results-Driven | No License Needed

To start your training and begin working inside real real estate deals, see the description for instructions.



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