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### Overnight Remote Jobs – Live Chat Assistant | \$25–\$35/hr | Work from Home with Flexible Hours

#### Description

#### Real Estate Wholesaling Operations Assistant (Remote) | Flexible Digital Position

A virtual property acquisition firm is actively seeking sharp, detail-focused individuals to join its deal operations team as Real Estate Wholesaling Operations Assistants. This remote-first opportunity is designed for those who want to gain real-world experience in real estate by helping facilitate the contract flow of wholesale transactions—all from home, without the need for licensing, cold calls, or prior industry experience.

You'll play an essential role in managing the back-end of real estate deals by supporting contract accuracy, document organization, and digital assignment delivery. Whether you're looking to learn the ins and outs of real estate investing or contribute to a results-based workflow that helps match sellers with investors, this entry point offers training, autonomy, and high income potential.

#### About the Role

As a Wholesaling Operations Assistant, your primary responsibility will be to support the contract lifecycle of off-market property transactions. When a motivated seller signs an agreement to sell a property, that's where you come in. You'll ensure contracts are complete, assignment-ready, and delivered to investor buyers in a clean, professional format.

This is a no-phone, no-pressure, documentation-focused role. You'll be working digitally through cloud folders, templated communication, and structured workflows to help deals move from signed to assigned without delays or compliance issues.

#### Key Duties

- Audit incoming property contracts for missing fields, errors, or signature issues
- Populate and update deal records in cloud-based spreadsheets and databases
- Organize contract files into designated digital folders using naming conventions
- Prepare assignment agreements based on provided templates and deal terms
- Deliver final documentation to investor buyers through secure file sharing
- Log milestone completions and track deal stages from intake to close
- Archive closed deals and submit completion reports for review

#### 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 Be Working With

- Google Workspace (Docs, Sheets, Drive)
- Digital contract templates
- Cloud-based file organization systems
- Prewritten communication scripts
- Transaction checklists for assignment delivery

### Base Salary

\$ 2000 - \$ 10000

### Date posted

April 29, 2026

### Valid through

01.01.2029

## What You Bring to the Table

- You're organized, focused, and detail-oriented
- You enjoy following repeatable systems and checklists
- You're comfortable managing multiple digital files at once
- You're a strong written communicator and self-starter
- You're eager to learn how real estate deals actually function

## What's Included

Full training is provided—built around a real-world system developed by a high-volume investor and A&E-featured real estate expert. You'll gain access to:

- Walkthroughs of wholesale contracts and assignment documents
- Prebuilt communication scripts and file templates
- Tutorials on how to track deadlines, follow legal formatting, and prepare documents
- Deal log frameworks and real transaction examples
- A step-by-step process you can follow from day one

No prior real estate knowledge is required. If you can follow instructions and keep digital files in order, you can succeed in this role.

## Compensation

This is a project-based, performance-tied opportunity. Each completed deal you assist with is compensated upon successful assignment. Typical payouts range between **\$2,000 and \$10,000 per transaction**, depending on assignment fees, timeline, and deal structure.

You set your pace. Whether you work on one contract per month or several per week, earnings scale with execution.

## Who Excels Here

- Newcomers to real estate looking for a real entry point
- Organized individuals with admin, VA, or back-office experience
- Digital professionals seeking project-based, remote income
- Those burned out from phone-heavy jobs looking for quiet execution work
- People who want to learn the wholesale real estate process while earning real compensation

## Why This Role Matters

Wholesale deals are only profitable if they close—and closings require documentation, organization, and timing. That's what this role delivers. By coordinating the contract side of the transaction, you're enabling deals to flow from seller to buyer with speed and precision.

If you've been curious about wholesaling and want a way in that builds actual skills, this is your opportunity to contribute and earn in a growing space.

### **Role Type**

Remote | Contract-Based | Entry-Level | Flexible Hours

To begin the onboarding process and access the complete wholesaling coordination system, see the description for next steps.



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