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Remote Contract Fulfillment Clerk | Real Estate Wholesaling Support | Flexible Work-from-Home Role

Description

A nationwide team of real estate professionals is seeking sharp, organized individuals to help support the administrative side of property acquisition and resale. This opportunity offers a fully remote structure and is ideal for individuals who prefer process-driven tasks over phone-based work. You'll assist in coordinating the flow of real estate wholesale deals by managing and finalizing key documentation using a proven workflow developed by a nationally recognized A&E-featured investor.

If you're someone who takes pride in detail, thrives on checking tasks off a list, and prefers structured digital work over client-facing roles, this role allows you to contribute to real estate transactions in a meaningful way—without needing to speak with sellers or step foot on a property.

What You'll Be Doing

You will serve as the back-office engine that ensures all real estate wholesale contracts are prepared and delivered correctly. Your job begins after a property owner signs an initial agreement. From that point forward, you'll take ownership of the document lifecycle—confirming accuracy, organizing records, and preparing clean assignment packets for buyers.

Key tasks include:

- Reviewing scanned or digitally signed purchase agreements
- Confirming contract details such as price, location, seller info, and signature quality
- Assigning unique tracking IDs and logging details into a master spreadsheet
- Using structured folder templates to store, organize, and manage active deals
- Preparing assignment contracts based on provided information and templates
- Delivering contracts to investor buyers through secure cloud-based channels
- Finalizing and archiving completed deals into long-term storage
- Monitoring contract expiration dates, contingencies, and deadlines

Why This Role Matters

In wholesaling, every dollar depends on timing, accuracy, and execution. When deals get stuck in the paperwork phase, everyone loses. That's why your role is so

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

critical. You'll be the reason deals move quickly from "under contract" to "assigned," ensuring investors and sellers both get the results they expect.

What's Provided

This isn't just a task list—you'll get access to a proprietary back-end system created by a nationally known investor. The training includes:

- Contract review and correction tutorials
- Pre-filled message templates for every type of communication
- A folder system that prevents file confusion
- Assignment formatting guidelines with legal checks
- End-to-end workflows from contract entry to completion

You'll never be guessing. Every part of the system is designed to be followed and repeated.

Qualifications

- Detail-oriented with a systems mindset
- Reliable and self-motivated to complete tasks independently
- Strong written communication skills
- Proficient with cloud storage tools and spreadsheets
- Basic familiarity with digital document editing (Google Docs, Word)
- A laptop or desktop computer with internet access

No real estate experience is necessary. No license required.

Compensation

This is a task-based, contract role. You'll be paid per completed wholesale transaction that you successfully process and deliver. On average, completed deals result in earnings between **\$2,000 and \$10,000**, based on volume, turnaround time, and transaction type.

Some participants complete one deal a month for supplemental income; others build toward multiple deals per week.

This Role Is Ideal For

- Digital nomads or remote workers who want flexible but meaningful work
- Task-focused individuals who love spreadsheets and file systems
- Admins or back-office staff ready to transition into real estate support
- Freelancers who want to focus on one high-value skill instead of juggling many gigs
- Those interested in real estate who prefer process over people-facing roles

What You'll Walk Away With

- Hands-on experience with real real estate transactions
- A monetizable skill that's valuable to any wholesaler or investor
- Templates, scripts, and systems you can reuse again and again
- Proof of execution you can reference for future opportunities
- The ability to get paid for completing digital projects—not waiting on a timesheet

Position Details

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

Remote | Contract-Based | No License Required | Performance-Paid

To begin the onboarding process and access the step-by-step system, see the description for next steps.



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