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Online Property Assignment Assistant | Entry-Level | Remote Work | Real Estate Training Provided

Description

An expanding nationwide real estate investment team is hiring detail-oriented remote assistants to help manage property assignment paperwork for wholesale transactions. This is your chance to step into the real estate industry—without sales, cold calling, or licensing. You'll work behind the scenes coordinating documentation and delivery for properties that are already under contract, following a system built by a real estate investor featured on A&E.

You'll receive full training, work on real transactions, and operate entirely online. If you're process-driven, focused, and ready to learn, this opportunity gives you the experience, tools, and income potential to grow in a high-demand niche.

Position Overview

When a real estate wholesaler puts a property under contract, they often assign that agreement to a buyer for a fee. Your job as a Remote Property Assignment Assistant begins the moment a seller signs a contract. You'll handle everything needed to prepare, organize, and deliver the assignment documents that finalize the transaction.

This role is 100% backend. No phone calls. No sales. No negotiations. Just clean execution of documents and task lists that ensure the deal closes smoothly.

Responsibilities Include:

- Carefully reviewing seller contracts for accuracy (names, property address, purchase price, dates, signatures)
- Using templated documents to prepare assignment agreements for buyers
- Organizing deal documents in cloud-based folders using preset naming systems
- Logging progress, updates, and deliverables in shared spreadsheets
- Delivering contract packages to cash buyers via email or secure cloud link
- Confirming receipt and archiving completed deals
- Using written SOPs and visual guides to complete every task step-by-step

You'll be trained on a proven system already used to process hundreds of profitable real estate deals.

What This Role Is Not:

- You won't be required to speak with clients

Hiring organization

Real Estate Wholesaling USA

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 won't need a real estate license
- You won't be sourcing leads or doing outbound marketing
- You won't pay for expensive software or sign up for anything
- You won't be responsible for closing deals or negotiating terms

Everything you do is focused on processing and supporting deals after the seller agreement is signed.

Training and Tools Provided

You'll be trained by following the exact backend process developed by a nationally recognized investor featured on A&E. Training includes:

- How to analyze and verify contract data
- How to fill out assignment agreements
- How to properly structure cloud folders for each transaction
- How to deliver final documents to buyers securely
- How to track your activity and manage deadlines
- How to catch common errors that delay closings

The system is beginner-friendly and designed to help you succeed with no real estate background.

Who Should Apply

- Entry-level professionals seeking remote work
- Freelancers or VAs looking to specialize in real estate support
- Career switchers seeking task-based roles with real impact
- Organized individuals who excel at following systems
- Anyone interested in real estate who prefers documentation over sales

You'll Need

- A computer or laptop with internet access
- Familiarity with Google Drive, Docs, and Sheets (or ability to learn quickly)
- A quiet, distraction-free workspace
- Comfort working independently and following digital instructions
- Focus and consistency to maintain quality across deals

Compensation

This is a pay-per-deal opportunity. For every completed assignment you coordinate, you'll receive a project-based payout. Compensation per transaction typically ranges from **\$2,000 to \$10,000**, based on volume, turnaround time, and deal complexity.

You control your earnings by how many deals you choose to process and how efficiently you work.

A Typical Day Might Look Like:

You log in and find two new seller contracts in your queue. You open the first, double-check the seller name and property address, then complete the assignment form using the editable template. You save everything into the correct cloud folder and send the package to the buyer using a secure link. For the second contract, you notice a missing date—you send a pre-written message to request a revision. You update your spreadsheet, mark the completed deal, and move on.

Base Salary

\$ 2000 - \$ 10000

Date posted

June 10, 2025

Valid through

01.01.2029

No phone calls. No back-and-forth with clients. Just smooth, real-world coordination—and real compensation.

What You'll Gain

- Practical experience with high-value real estate transactions
- A reusable skill set that applies to other investor clients
- Access to proven templates, SOPs, and systems
- Remote income with no hourly cap
- A stepping stone into higher-level transaction roles in real estate

Role Structure

- 100% Remote
- Entry-Level
- Project-Based
- Flexible Schedule
- Real Estate Support

Getting Started

To start onboarding and begin training under the real estate coordination system used by an investor with national recognition, see the description for details.

This is your opportunity to join the deal side of real estate from your laptop—supporting six-figure property assignments while gaining a powerful new income skill.



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