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Remote Property Assignment Facilitator | Real Estate Wholesaling Support Role | Entry-Level

Description

A national wholesaling group is currently selecting new remote facilitators to help manage the assignment phase of residential real estate contracts. This role is fully online, non-customer facing, and ideal for individuals who are organized, deadline-driven, and interested in the inner workings of real estate investing—without selling, showing properties, or getting licensed.

Using a process created by a well-known A&E-featured investor, you'll help ensure that every wholesale contract is accurately prepared and properly delivered to investor buyers. No phone work, no cold outreach—just step-by-step execution of a documented workflow designed for efficiency and consistency.

Position Summary

You'll join the process after a motivated seller has already signed a purchase agreement. Your job is to guide that contract through the assignment process by managing files, correcting errors, and delivering compliant documentation to cash buyers. You'll serve as the digital linchpin that helps make off-market real estate transactions legally ready to close.

Each day, you'll work through structured assignments using templated documents, deal folders, and task trackers. The work is predictable, high-value, and flexible to your schedule.

Your Primary Responsibilities

- Review new seller agreements for missing fields or inaccurate information
- Format and organize digital files using a prebuilt folder structure
- Fill out assignment agreements using contract templates provided
- Track delivery deadlines and contract status in a shared spreadsheet
- Send finalized assignment documents to buyers using secure file-sharing links
- Log communications, confirmations, and post-delivery notes
- Archive completed deals and mark them for payout review

You'll never be expected to call leads, manage clients, or handle negotiations. This role is strictly operations-focused.

What Makes This Role Different

This position allows you to work on real property transactions without the usual licensing barriers or startup capital. You're not investing. You're not selling. You're

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

supporting the transfer of signed contracts—where all the profit in wholesaling happens.

Training Included

All training is delivered through a dedicated onboarding platform used by full-time wholesalers and their support teams. You'll receive:

- Walkthroughs of purchase and assignment agreements
- Examples of compliant contracts and common pitfalls
- Step-by-step folder organization systems
- Communication scripts and delivery templates
- Project checklists for deal completion and submission
- Real examples from completed transactions

You can begin without prior experience. The system is designed so anyone with attention to detail and a laptop can learn it.

What You'll Need

- Laptop or desktop computer with internet access
- Familiarity with Google Drive, Docs, and Sheets
- Ability to follow a structured process without skipping steps
- Strong written communication for brief email updates
- Independent focus and consistent task management

Compensation

This is a task-based contract role. You are paid for each wholesale transaction you support through completion. Payouts typically range between **\$2,000 and \$10,000 per deal**, based on assignment fee size and delivery turnaround.

There are no caps or minimums. You control your workload. The more contracts you process, the more you earn.

Who This Role Is Best For

- Remote workers seeking reliable, project-based income
- Individuals curious about real estate but not ready to invest or sell
- Task-oriented workers who enjoy independent digital projects
- Former admin professionals, file clerks, or virtual assistants
- Freelancers wanting to specialize in a repeatable, high-value niche

What You'll Gain

- Exposure to real deal structures in real estate wholesaling
- Templates and systems that can be reused or scaled independently
- A flexible role you can grow into a larger pipeline
- A respected, transferable skill in the investment world
- Performance-based income with no cap and no time clock

Position Type

Remote | Entry-Level | Contract-Based | Fully Flexible Schedule

To begin onboarding and access the complete real estate contract assignment system, see the description for instructions.

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

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