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## Remote Property Contract Assistant | Work from Home | Learn Real Estate Wholesaling Through Digital Deal Processing

### Description

#### Remote Property Contract Assistant | Work from Home | Learn Real Estate Wholesaling Through Digital Deal Processing

A national real estate acquisitions group is expanding its virtual operations team and is onboarding motivated individuals to assist with digital paperwork management and deal processing for off-market residential properties. This remote-first opportunity offers a flexible work schedule, a guided training system, and an income model tied directly to real performance—not hours worked.

You'll be trained to operate in the back-end of wholesale real estate transactions—processing seller agreements, organizing files, preparing assignment documentation, and helping deals move from contract to completion. If you've ever wanted to break into real estate without cold-calling, becoming licensed, or risking personal capital, this is a step-by-step entry point that teaches you while you earn.

### About This Role

As a Remote Property Contract Assistant, your primary function will be to organize, prepare, and deliver contracts that facilitate wholesale property transactions. These are real estate deals where the buyer under contract assigns the deal to an investor for a profit—commonly known as wholesaling.

You'll be working exclusively on the administrative side of the process, ensuring contracts are filled out correctly, stored in the right folders, updated with necessary milestones, and delivered to the investor buyer with every compliance step checked off. You'll never be asked to talk to homeowners, find leads, or negotiate anything. Instead, your focus will be on document accuracy, timely execution, and clean handoffs.

The system you'll be trained in was developed by a nationally recognized real estate investor featured on A&E. It's designed to help everyday people become reliable back-end partners in the wholesaling process by applying digital organization, focus, and follow-through.

### Key Responsibilities

- Receive and review signed real estate purchase agreements from acquisition specialists
- Check each contract for key data points: seller name, property address,

### 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

price, close date, and signature fields

- Use a digital checklist to track which documents have been completed, which are missing, and what follow-up is needed
- Populate internal spreadsheets or CRM-style trackers with deal status, timeline checkpoints, and buyer delivery info
- Format and rename digital files to maintain version control and legal clarity
- Prepare assignment contracts for investor buyers using fill-in-the-blank templates provided in training
- Deliver contracts via email or cloud-sharing systems using prewritten communication scripts
- Archive completed transactions in structured folders, organized by market and deal stage
- Maintain clear logs and deal summaries for audit and reporting purposes

**Base Salary**

\$ 2000 - \$ 10000

**Date posted**

April 29, 2026

**Valid through**

01.01.2029

Every deal you touch contributes to a real estate investor's ability to close a property assignment profitably. Your work ensures that no detail is missed, no deadline is forgotten, and no deal is delayed due to avoidable paperwork errors.

**The Day-to-Day Workflow**

You won't be on calls or in meetings. Your work will come in the form of digital contract files, shared folder access, and task checklists. You'll log in to your workspace, see what contracts have come in or need review, verify all required terms, and either prepare documents or request corrections via email.

Once a deal is complete, you'll follow close-out procedures and archive the materials. You'll then log the payout status and update the investor team. This is a structured role with clear expectations, ideal for individuals who thrive on completing digital tasks and checking items off a list.

**Tools You'll Be Using**

- Google Docs and Google Sheets
- Cloud storage (Google Drive or Dropbox)
- Email or secure messaging for internal coordination
- Custom contract templates provided during training
- Checklists and SOPs for every stage of the transaction process

**Required Skills and Traits**

- Strong attention to detail and commitment to document accuracy
- Comfortable using cloud-based software, spreadsheets, and shared folders
- Excellent written communication skills for short, professional updates
- Ability to work independently without supervision
- Organized, proactive, and able to manage multiple contracts at once
- Consistent follow-through and pride in clean, compliant digital work

**No Experience Required—Training Provided**

Everything you need to succeed is taught through a structured onboarding platform. You'll receive:

- Real estate contract walkthroughs with annotations
- Examples of successful assignment deals and what clean documentation looks like
- Folder structure and file naming protocols to ensure consistency
- Templates for every message, agreement, and document you'll handle

- Video tutorials showing real transactions from contract intake to delivery

The training is built for first-time coordinators, so even if you've never worked in real estate or admin before, you'll be brought up to speed with actionable instruction.

### **Compensation Structure**

This is a contract-based, performance-paid opportunity. You'll be compensated for each deal you assist in processing and finalizing. Payouts typically range from **\$2,000 to \$10,000 per deal**, depending on assignment fee size, contract complexity, and investor network.

You are not paid hourly, nor are you expected to track time. Your earnings are tied solely to results. The more efficiently you manage deals, the more you can earn. Some coordinators begin by handling one deal a month, while others scale up to manage several per week once they've mastered the workflow.

There's no cap on income. The system is built to support scale—for those who want to turn this into a long-term skill or even a full-time digital operation.

### **Why This Opportunity Exists**

Most real estate wholesalers are great at finding deals—but struggle with back-end organization. Deals fall apart when documents are incomplete, assignments are delivered late, or contract deadlines are missed.

Your role solves that problem.

You are the glue between the acquisition and the buyer, ensuring deals don't get lost in folders or delayed due to preventable issues. With the right training and tools, you become an indispensable part of the deal-closing team, even though you never speak to a seller or buyer directly.

### **Who This Is Ideal For**

- Individuals curious about real estate investing but not ready to buy property
- Remote workers looking for performance-based income opportunities
- People who love task lists, systems, and digital checklists
- Former assistants, clerks, or operations pros wanting flexible project work
- Career switchers exploring new industries without needing a degree or license
- Stay-at-home professionals or digital nomads looking to work quietly and independently

### **What You'll Learn (and Earn While You Learn)**

- How real estate wholesaling deals are structured and closed
- The legal requirements of assignment contracts
- The digital workflows behind off-market deal coordination
- Real document management skills used by professional investors
- How to manage file systems, communicate with team members, and troubleshoot issues
- A replicable skillset you can use on future real estate projects, or even as your own side business

This isn't theory. You'll be working with real contracts on real deals in real markets. And you'll be compensated based on your ability to deliver clean, organized, and

assignment-ready documentation.

**Position Type**

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

To access the training platform and begin processing wholesale deals from anywhere, see the description for instructions.



**Disclosure**

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