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Remote Real Estate Deal Flow Coordinator | Entry-Level | Work-from-Home | Training Provided by A&E-Featured Investor

Description

A national property investment team is hiring remote Deal Flow Coordinators to help facilitate real estate wholesale transactions from start to finish. This fully online opportunity allows you to break into the real estate industry without a license, prior experience, or sales calls—by managing the paperwork and digital processes that make high-value deals possible. You'll be trained in a step-by-step system developed by a real estate investor featured on A&E, giving you an inside track to work in real estate from anywhere.

If you're organized, detail-oriented, and looking to gain experience in a high-paying real estate niche without traditional barriers, this role gives you the blueprint, the tools, and the system to get started right away.

What You'll Be Doing

As a Remote Deal Flow Coordinator, your role begins when a property is placed under contract and ends when that contract is assigned to a buyer. You'll be responsible for managing the transaction's digital handoff—preparing, organizing, and delivering paperwork with precision.

Your key responsibilities include:

- Reviewing signed purchase contracts to verify accuracy in names, addresses, prices, and signatures
- Completing assignment contracts using editable templates
- Filing deal documents into structured folders in Google Drive or Dropbox
- Logging status updates in spreadsheets to track each transaction's progress
- Delivering complete contract packets to buyers via secure link or cloud email
- Confirming receipt, logging confirmation, and archiving completed files
- Flagging errors or omissions using templated internal messages for quick resolution

This role is not customer-facing and requires zero sales or phone work. You'll operate quietly and independently using a system that's already been tested in hundreds of successful deals.

What Makes This Opportunity Unique

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

- **Learn from an A&E-Featured Real Estate Investor:** The system you'll follow is built by a nationally recognized expert in real estate wholesaling.
- **No License or Experience Needed:** Everything is taught from scratch and supported with visual workflows, templates, and trackers.
- **Fully Remote and Flexible:** Work from anywhere, choose your hours, and focus on results—not schedules.
- **Real Experience in Real Estate:** You'll manage active, money-making transactions—not theory or simulations.
- **Performance-Based Compensation:** You'll be paid per transaction successfully completed.

Base Salary
\$ 2000 - \$ 10000

Date posted
May 3, 2025

Valid through
01.01.2029

Training Overview

You'll receive access to onboarding modules that show you exactly how to:

- Interpret and verify purchase agreements
- Use templates to fill out clean assignment contracts
- Organize folders and track documents for easy retrieval
- Deliver documents securely to buyers using approved channels
- Maintain accuracy through checklist-based workflows
- Track and report progress inside shared dashboards

All training is designed for total beginners and assumes no real estate background.

Who Succeeds in This Role

- Freelancers and virtual assistants who want to specialize in real estate support
- Entry-level workers seeking a legitimate, skill-based remote income
- Career changers who prefer process-based roles over phone-heavy jobs
- Stay-at-home professionals who thrive on structure and clarity
- Detail-oriented people who enjoy administrative work and task tracking

What You Need to Get Started

- Laptop or desktop computer with reliable internet
- Basic understanding of Google Drive, Docs, and Sheets (or willingness to learn)
- Comfort working independently and staying on top of deadlines
- A quiet workspace and ability to focus on digital documentation tasks
- Internal communication via text or email—no speaking required

Compensation Structure

This is a results-based opportunity. For every deal you support from contract review to successful delivery, you'll earn a project-based payout. Typical earnings range between **\$2,000 and \$10,000 per transaction**, depending on complexity and volume.

As your skill and speed increase, your earning potential grows with you. There are no limits to the number of deals you can manage.

A Sample Work Session Might Include:

- Reviewing two new property purchase agreements
- Catching a missing signature on one and sending a templated message for correction

- Completing and formatting an assignment contract for the other
- Filing all documents in a shared drive and sending the complete packet to a buyer
- Logging the transaction's completion in a tracking sheet
- Archiving the deal and preparing for the next

You'll never make a phone call, attend a meeting, or chase a client. Just focused, meaningful work that supports the closing of real estate deals.

What You'll Gain

- Firsthand experience with real estate documentation and deal flow
- Marketable skills you can apply to other real estate investor teams
- A complete library of templates, workflows, and SOPs
- Flexible income that pays for productivity—not hours worked
- Real-world access to the wholesaling process that drives cash deals

Role Logistics

- Remote
- Entry-Level
- Project-Based
- Flexible Hours
- Paid Per Deal

How to Get Started

To begin onboarding and access the full real estate coordination system built by a successful investor featured on A&E, see the description for instructions.

This is your opportunity to build a valuable skill set, gain real real estate experience, and get paid to help close actual property transactions—all from your home.



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