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Remote Real Estate Pipeline Coordinator | Contract Management Role | Start from Home

Description

A fast-scaling real estate acquisitions team is hiring remote Pipeline Coordinators to help manage the digital paperwork behind wholesale real estate transactions. This position is fully online, entry-level friendly, and focused on contract administration—not sales or lead generation. You'll be trained in a structured process developed by a nationally featured investor on A&E, learning how to support profitable real estate assignments from behind the scenes.

You'll never need to speak with sellers or buyers. Instead, your job is to move contracts forward: ensuring all documents are accurate, properly stored, formatted for compliance, and delivered to investors for assignment. If you enjoy structured tasks, digital organization, and the satisfaction of closing out projects, this role lets you work inside real estate from home—without needing a license or investment capital.

About the Work

Your daily tasks revolve around processing off-market residential contracts that are under agreement and ready for investor assignment. You'll join the transaction pipeline at the point of contract intake, and your goal is to get that deal through delivery with 100% accuracy.

Responsibilities include:

- Reviewing contracts for missing signatures, incorrect fields, or legal formatting errors
- Naming and storing digital files inside a structured folder system
- Logging seller, property, and pricing data into a deal tracker
- Preparing assignment contracts using ready-made templates
- Delivering completed packages to buyers through cloud sharing tools
- Tracking contract timelines to avoid missed closings or expirations
- Closing out deals and archiving all documentation for compliance

You'll never be improvising. You'll follow a step-by-step pipeline that tells you exactly what needs to happen—and when.

Training Provided

You'll receive full access to a wholesaling operations system created by a nationally known investor who has completed thousands of deals. Training includes:

- Document-by-document walkthroughs

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

- Editable templates and pre-formatted contracts
- Compliance checklists for each stage
- Messaging scripts for confirming contract details
- Video tutorials showing real coordination examples

No guesswork. You'll be able to work independently with the confidence of a tested process behind you.

Compensation

This role operates on a per-project basis. For every wholesale deal you process from intake to delivery, you'll earn between **\$2,000 and \$10,000**, depending on the deal size and assignment complexity. Most coordinators begin with one or two projects and scale up based on comfort and capacity.

You're not paid for time spent—you're paid for successful delivery.

What You'll Need

- Laptop or desktop computer with reliable internet
- Basic familiarity with Google Drive, Docs, and Sheets
- The ability to follow digital workflows and checklists
- Clear written communication for brief updates or clarifications
- A quiet, distraction-free environment for focused contract work

No Experience Required

This role is built for beginners. Whether you've worked in admin, freelanced, or are switching careers, all the skills you need are taught inside the platform. You'll gain hands-on experience with real-world real estate deals—while being paid to complete meaningful digital tasks.

Ideal Candidates

- Entry-level applicants seeking flexible remote work
- Freelancers or VAs ready to specialize in a high-demand niche
- Operations-minded thinkers who enjoy systems and structure
- Real estate enthusiasts who want to learn the business without selling
- Anyone ready to earn by completing clean, well-managed digital projects

Why This Role Matters

In real estate wholesaling, profit only happens when deals close—and deals don't close without paperwork. Your role keeps every contract organized, compliant, and ready for transfer. You're the reason investors can assign contracts with confidence.

What You'll Gain

- Experience managing real estate deals from contract to assignment
- A digital skillset you can scale, specialize in, or offer independently
- Professional-level workflows, templates, and compliance tools
- Results-based income and the freedom to grow your own pace
- A clear look at how high-profit real estate deals really work

Position Type

Remote | Project-Based | Flexible | Performance-Paid

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

To access the full system and begin supporting real estate deals from anywhere, see the description for next steps.

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