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Remote Real Estate Wholesale Deal Coordinator | Entry-Level | No License Required

Description

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A distributed team of real estate professionals is looking to bring on new Deal Coordinators to assist with the remote facilitation of wholesale real estate transactions. This role is fully online, highly structured, and designed for individuals who want to participate in real estate investing by helping move property contracts from seller to buyer—without making calls or spending capital.

As a Deal Coordinator, you'll be assigned active property agreements that need to be reviewed, organized, and prepared for assignment. You'll follow a proven workflow to ensure every deal is accurate, compliant, and ready to be passed to an investor buyer. If you thrive on structure, enjoy checklist-driven work, and want to support real estate deals from home, this position offers a direct way to build valuable experience while earning on a performance basis.

Your Daily Responsibilities

- Receive and verify seller-signed real estate contracts
- Audit documents for missing fields, incomplete signatures, or incorrect formatting
- Enter deal data into cloud-based tracking spreadsheets
- Organize contract files into templated folder systems for visibility and access
- Prepare assignment contracts using plug-and-play documents
- Deliver completed assignment packets to investor buyers via email or link
- Track deal status from submission through assignment and payout
- Archive finalized files for internal records and closeout

Required Skills & Traits

- Comfort working with digital documents and spreadsheets
- Strong attention to detail when reviewing forms and fields
- Ability to follow a structured process without improvising steps
- Reliable written communication and timely task updates
- Self-managed and able to work independently on repeatable systems

No Prior Experience Needed

All training is included and walks you through how to coordinate wholesale deals remotely. The system you'll be using is based on a model developed by a nationally

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

recognized wholesaler and includes:

- Wholesale contract examples and breakdowns
- File management protocols for digital deals
- Message templates to confirm status with team members and buyers
- Timeline tracking and documentation delivery formats
- Tools for managing multiple transactions without confusion

You don't need to be licensed, experienced, or familiar with real estate to start.

How You're Paid

Each contract you help coordinate earns a performance-based payout. Typical earnings range from **\$2,000 to \$10,000 per completed transaction**, depending on market conditions and assignment fees.

This role is not hourly—you're paid per result. The more contracts you move to completion, the more you earn. Some choose to complete a few deals per month, while others scale their deal flow as their confidence and skills grow.

Best Fit For

- Organized individuals seeking flexible, remote work
- Entry-level applicants exploring real estate
- Freelancers looking to specialize in high-value backend coordination
- Professionals with admin, VA, or operations backgrounds
- Anyone ready to build a scalable remote skill while generating real income

You'll Be Using

- Google Drive, Docs, and Sheets
- Cloud file organization systems
- Assignment templates and checklists
- Email and shared communication channels (non-phone based)

Why This Opportunity Exists

Wholesale investors move fast, but deals stall without coordination. That's where you come in. By managing the back-end of transactions, you become a key part of closing high-value property assignments—without needing to invest in property or get licensed.

Position Type

Remote | Project-Based | Entry-Level | Flexible

To get started and access the training materials, see the description for instructions.

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Disclosure

Base Salary
\$ 2000 - \$ 10000

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Valid through
01.01.2029

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