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Remote Real Estate Wholesale File Manager | Entry-Level | Fully Virtual Opportunity

Description

A nationwide team of property investors is seeking remote File Managers to help facilitate the document flow for real estate wholesaling transactions. This position is perfect for individuals who prefer structured, behind-the-scenes work and want to get involved in the real estate industry without a license, sales calls, or startup capital. All training is provided through a step-by-step system developed by a nationally recognized investor featured on A&E.

You'll handle the most critical part of the wholesaling process: organizing, formatting, and preparing contracts for legal assignment. If you're someone who finds satisfaction in completing checklists, managing documents, and executing digital tasks accurately and independently—this role was made for you.

Role Overview

As a Real Estate Wholesale File Manager, you'll be responsible for maintaining accuracy, organization, and compliance within the contract workflow. Your job begins after a seller has signed a property agreement and ends when that contract has been correctly delivered to a vetted buyer. You won't be responsible for calls, closings, or negotiations—your focus is execution.

Each project you complete helps a real deal close smoothly, enabling investors to earn and move on to the next opportunity. You'll be working in real time with active contracts, supporting deals worth thousands—without handling any money or direct communication.

Your Daily Responsibilities

- Review signed property contracts for critical elements (pricing, signatures, timeline)
- Ensure required fields are completed using a document quality checklist
- Create and maintain digital folders for each deal using a structured naming system
- Format assignment contracts using provided editable templates
- Track progress using Google Sheets and internal deal dashboards
- Deliver finalized packets to buyers through secure links or email
- Log delivery confirmations and archive finalized deals into cloud storage
- Flag delays, errors, or missing information for resolution using templated messages

You'll be given access to tools, templates, and task checklists so that each contract moves through the process without interruption.

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

What You'll Learn

Through the provided training, you'll master:

- How real estate wholesaling deals work from the back end
- What makes a contract legally assignable
- How to avoid the most common documentation pitfalls
- How to organize, format, and archive contracts for long-term reference
- How to contribute to deals without getting licensed or making offers

Training is pre-recorded, self-paced, and includes walkthroughs of real-world contracts and assignments. You'll also receive reusable tools you can apply to future roles or clients.

Tools You'll Use

- Google Docs, Sheets, and Drive
- PDF viewers and basic editors
- File-sharing tools (Dropbox, Google Drive links, email clients)
- Provided SOPs, checklists, and folder templates

Requirements

- Desktop or laptop computer with reliable internet
- Basic tech literacy (comfortable with files, folders, spreadsheets)
- Clear written communication skills (you'll use pre-written scripts)
- High attention to detail and consistency
- Independent work ethic with respect for deadlines and systems

Compensation

This is a project-based, per-deal role. You'll be compensated for each contract you fully process from intake to assignment delivery. Payouts typically range from **\$2,000 to \$10,000 per completed deal**, depending on complexity and assignment value.

There are no limits on the number of deals you can manage, and no caps on your earnings. Some team members process a few files per month for supplemental income. Others scale their work into a full-time rhythm based on consistency and speed.

Who This Role Is Best For

- Task-focused individuals seeking flexible work-from-home income
- Aspiring real estate professionals looking for a risk-free entry point
- Digital freelancers who want to build a high-value, replicable skill
- Stay-at-home workers or side hustlers looking to grow stable income
- Career switchers who prefer structure over sales and systems over stress

What You Won't Be Doing

- No phone calls to leads, sellers, or buyers
- No cold outreach or advertising
- No commission chasing or quotas
- No financial investment or license required

Position Benefits

Base Salary
\$ 2000 - \$ 10000

Date posted
April 29, 2026

Valid through
01.01.2029

- Work from anywhere
- Flexible schedule based on your capacity
- Payment per result, not per hour
- Repeatable workflows and long-term skill development
- Access to real systems used in actual transactions

Position Type

Remote | Project-Based | Entry-Level | Performance-Based Pay

To start your onboarding and begin learning how to support real estate wholesaling deals from home, see the description for next steps.



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