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Online Real Estate Wholesaling Admin | Entry-Level | Complete Digital | A&E Investor System Provided

Description

A growing nationwide real estate investment group is onboarding new remote admin support to assist with real estate wholesaling transactions. This fully online opportunity is perfect for someone who wants to break into real estate without licensing, cold calling, or sales pressure. You'll be working behind the scenes in a deal coordination role—handling real paperwork for real property assignments—using a structured system created by a wholesaling expert featured on A&E.

If you're organized, focused, and enjoy task-driven work with real-world impact, this role gives you a streamlined way to build experience in real estate deal flow without stepping foot on a property or picking up a phone.

Role Summary

In real estate wholesaling, the transaction begins when an investor puts a property under contract. From there, the deal must be assigned to a buyer, documented, and delivered cleanly—this is where you come in.

As a Wholesaling Admin, you'll work entirely online, reviewing purchase agreements, formatting assignment contracts, updating trackers, and organizing digital files. Your job is to ensure the transition from seller to buyer is smooth, fast, and error-free.

What You'll Be Doing

- Verify that signed contracts include all critical fields (names, dates, addresses, price)
- Complete editable assignment contracts using provided templates
- Organize files in cloud-based folders with proper naming conventions
- Maintain spreadsheets that track contract status and submission timelines
- Deliver assignment packages to buyers via secure online methods
- Confirm delivery, log completions, and archive all finalized deals
- Flag issues using SOP-driven message templates for internal corrections

You won't be cold calling. You won't be sourcing leads. You won't be negotiating or selling. This is a backend, documentation-driven role where precision is everything.

What Makes This Role Unique

- Based on a proven process created by a well-known investor featured on A&E

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

- Offers full training, including templates, walkthroughs, and systems
- No license, experience, or real estate background needed
- 100% online with fully flexible work hours
- Paid based on performance—not time at a desk

Base Salary
\$ 2000 - \$ 10000

Training Provided

The system you'll use has already been implemented in hundreds of deals nationwide. Training includes:

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- Contract review and common mistake detection
- Assignment contract formatting and best practices
- Folder organization and document storage protocols
- Deal flow tracking using spreadsheets
- Secure delivery procedures
- Example deals and step-by-step SOPs

Every element of your work is pre-defined and documented—your job is to follow and execute.

Skills and Tools Required

- Computer with stable internet
- Basic understanding of Google Docs, Sheets, and cloud folders
- Focus, attention to detail, and consistency
- Ability to follow checklists and SOPs
- Internal communication (written only—no calls required)

Who Thrives Here

- Entry-level workers looking to build a career in real estate
- Freelancers or VAs wanting to specialize in a niche service
- Organized self-starters who enjoy admin tasks and structure
- Remote workers who prefer behind-the-scenes roles
- Career changers looking for a simple, scalable income path

Earning Structure

You'll be paid per deal completed. Average payouts per successfully delivered transaction range from **\$2,000 to \$10,000**, depending on the assignment structure, market, and your pace. There is no cap on volume. If you choose to process multiple deals per week, you can dramatically increase your monthly earnings.

A Sample Day

You check your dashboard and see two new contracts submitted. You verify the first is complete and begin preparing the assignment packet. You complete the editable fields, drop the file in the buyer's folder, and send the access link using a templated message. For the second contract, a missing date needs correction—so you log that and send a message to the internal team. You archive the completed deal and mark it for payout.

No phones. No meetings. Just structured, high-value tasks that directly move a transaction forward.

Why This Role Matters

Every real estate investor needs clean paperwork and a smooth handoff process. Your work allows deals to close faster, reduce legal risk, and maximize profits. You become an integral part of the operation—and you get paid every time a deal closes successfully under your coordination.

Role Logistics

- Remote
- Entry-Level
- Contract-Based
- Flexible Schedule
- Pay-per-Deal

How to Start

To begin training and access the full real estate transaction system built by a nationally known wholesaler, see the description for how to get started.

This is a rare opportunity to gain real estate experience, build a monetizable skill, and earn performance-based pay—all from the comfort of your home.



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