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## Online Real Estate Wholesaling Assistant | Complete Remote | A&E Investor System | No License Needed

### Description

A national investment team is hiring highly organized Remote Assistants to support back-end operations for real estate wholesaling transactions. This opportunity is perfect for those looking to break into the real estate industry without needing a license, sales skills, or prior experience. You'll be working with a field-tested system created by a real estate investor featured on A&E, designed to help everyday people coordinate profitable wholesale real estate deals entirely online.

This is not a sales or cold-calling position. Your work happens after a property has been put under contract. You'll assist in reviewing purchase agreements, preparing assignment documents, and delivering contract packets to buyers—all using checklists, templates, and cloud-based workflows.

If you're task-driven, tech-savvy, and looking for a legitimate way to gain real estate experience without talking to clients or selling property, this fully remote role offers a structured entry point with a pay-for-performance model.

### What You'll Be Doing

Your job starts once a property is under contract with a seller. At that point, you'll be assigned to process, prepare, and organize everything needed to transfer that contract to a real estate buyer. This includes:

- Reviewing purchase contracts for missing or incorrect details
- Preparing assignment contracts using provided templates
- Organizing files into folders using prebuilt naming conventions
- Tracking deal statuses using spreadsheets or internal trackers
- Sharing completed document packets with vetted buyers
- Recording confirmation of delivery and archiving the transaction

You won't be pitching or negotiating anything. Your value is your precision and ability to keep contracts clean and compliant. Your actions help investors close deals worth thousands—without ever stepping foot inside a property.

### Why This Role Exists

Most real estate wholesalers spend their energy finding and locking up great deals—but struggle to manage the administrative work that comes next. That's where you come in. Your support ensures that paperwork is done correctly, deadlines are met, and buyers receive everything they need to close the transaction.

### 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

## What Makes This Opportunity Unique

- **Built by an A&E-Featured Investor:** You'll follow a real, proven system created by someone who's done hundreds of deals—not a course or theory.
- **No License Required:** The entire process is legal, scalable, and done without requiring any official certification.
- **No Sales or Marketing:** You won't be on the phone, knocking on doors, or selling anything to anyone.
- **Fully Remote:** Work from anywhere using only your computer and internet connection.
- **Learn As You Earn:** Training is included. You'll be guided step-by-step from day one.

**Base Salary**  
\$ 2000 - \$ 10000

**Date posted**  
April 29, 2026

**Valid through**  
01.01.2029

## Training Overview

Everything is laid out in a structured training suite designed for beginners. You'll learn:

- How to identify common errors in real estate contracts
- How to prepare professional assignment contracts
- How to use SOPs to track your tasks for each transaction
- Where and how to store files securely
- How to communicate updates to internal teams using scripts and templates

No prior real estate or legal knowledge is necessary. If you can follow a checklist, you can do this job.

## Tools You'll Use

- Google Drive (Docs, Sheets, Shared Folders)
- Editable PDF templates
- Task trackers and deal flow spreadsheets
- Email or file-sharing services for delivery
- Templated communications for updates

## What's Required

- A laptop or desktop with internet access
- Ability to follow structured checklists
- Comfort working independently and meeting deadlines
- Basic tech skills (Google Docs, Drive, email)
- Attention to detail—especially in reviewing numbers and names on contracts

## What's NOT Required

- No real estate license
- No sales or phone work
- No marketing or client generation
- No expensive tools or subscriptions
- No real estate knowledge prior to applying

## Compensation Model

This is a results-based role. You'll be paid for every completed contract you help process and deliver. Average earnings per deal range from **\$2,000 to \$10,000**, depending on assignment fees and complexity. You'll be paid based on completed

deliverables—not hourly time.

As you improve, your turnaround time will shrink, and you'll be able to process more deals per month. Your income grows with your speed and consistency.

### **Who This Role Is For**

- Organized self-starters who enjoy independent work
- Newcomers to real estate who want to learn from inside the process
- Freelancers or VAs who want to offer a more valuable service
- Entry-level professionals looking to learn a high-demand, scalable skill
- Career switchers interested in remote work that pays for tangible output

### **A Day in This Role Could Look Like:**

You log in and see two new deals in your task queue. The first one has an address mismatch on the contract—using your checklist, you flag it and request a correction using a templated message. The second is clean, so you prepare the assignment agreement, save all files in the right format, and deliver the final packet to the buyer's folder. You update the tracker, log delivery, and file it into your archive for payout.

You just contributed to two real real estate deals without making a call or leaving your desk.

### **What You'll Gain**

- Real experience with the highest-leverage part of the real estate industry
- Confidence working with professional documentation and workflows
- A pay-per-project skill you can use anywhere, not just in this team
- A behind-the-scenes role with the potential for massive scale
- Templates and systems you can use to support your own clients someday

### **Position Format**

- Remote
- Entry-Level
- Project-Based
- Flexible Schedule
- Results-Driven Compensation

### **How to Get Started**

To begin onboarding and access the proprietary system used by a featured A&E investor to coordinate successful real estate deals, see the description for instructions.

If you're ready to support real-world real estate transactions, work from anywhere, and build a valuable skill that pays based on what you deliver—not how long you sit—this opportunity was designed for you.



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