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Online Real Estate Wholesaling Assistant | Entry-Level | No License Required | A&E Investor Training Available

Description

A growing real estate investment firm is hiring remote assistants to help facilitate back-end contract coordination for off-market property deals. This opportunity is built around a powerful, step-by-step system created by a successful real estate entrepreneur featured on A&E, known for simplifying real estate wholesaling so anyone—regardless of background—can get started.

This is a fully remote, entry-level position ideal for people who want to break into the real estate industry through a structured, supportive pathway. You'll be trained in a streamlined workflow designed specifically for real estate wholesalers. No cold calls, no selling, no property visits—just contract processing, document organization, and structured project tracking.

If you enjoy working independently, following repeatable systems, and being part of real transactions from behind the scenes, this role offers a reliable way to build an in-demand skill while earning per project.

About the Role

As a Remote Real Estate Wholesaling Assistant, you'll become an integral part of the deal flow by processing purchase agreements, preparing assignment contracts, and ensuring that buyers receive clean, compliant documentation on time. You'll be working with real contracts and contributing to real estate transactions that generate revenue for investor clients.

This is not a job where you'll be expected to generate leads or speak to homeowners. Instead, your responsibilities are focused and process-driven. You'll use templated documents, digital checklists, and project dashboards to manage everything from intake to delivery—ensuring each deal is executed smoothly, accurately, and legally.

Key Responsibilities

- Review seller contracts for errors, missing fields, and inconsistent information
- Prepare assignment contracts using editable templates and deal-specific data
- Organize files in cloud-based folders using standardized naming systems
- Track deadlines, submission statuses, and deal milestones using spreadsheets

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

- Deliver finalized contract packets to cash buyers through secure links or email
- Log confirmations, mark completions, and archive closed transactions
- Communicate with internal team members via templated messages when clarification is needed

Base Salary
\$ 2000 - \$ 10000

All actions are guided by detailed SOPs (standard operating procedures). You won't need to make decisions without support—everything is already mapped out.

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Why This Role Is Unique

Valid through
01.01.2029

- You're working inside an actual real estate business—not a course, class, or simulation
- The system was built by a real investor who has closed hundreds of deals and has been featured on A&E
- You don't need a license, experience, or special credentials to begin
- The compensation is performance-based, meaning you're rewarded for finished results—not clocked hours
- You'll gain a valuable, transferable skill that can be monetized independently or used to support investor clients

Who This Is For

- People interested in real estate who don't want to do sales
- Remote workers looking for meaningful, process-driven project work
- Virtual assistants who want to specialize in a high-value niche
- Freelancers who enjoy digital organization and deadline-based deliverables
- Entry-level workers seeking a new path without going back to school
- Career changers looking for flexible, online work that matters

What You Don't Need

- A real estate license
- Cold calling or client handling experience
- A college degree
- Prior background in property or contracts
- Investment capital or paid software access

You just need a computer, internet connection, and the ability to follow a structured workflow.

Training Provided

You'll receive comprehensive onboarding from a system developed by a nationally recognized wholesaler. Training includes:

- Step-by-step walkthroughs of seller contracts and assignment agreements
- Checklists for error detection and compliance review
- File organization systems using Google Drive
- Project tracking using shared spreadsheets and templates
- Pre-written communications for internal deal updates
- Live examples of successful deals from contract to payout

Whether you're completely new to real estate or just want a non-sales role in the industry, this training will guide you from beginner to proficient.

Compensation

This is a deal-based position. You're paid for each completed assignment you deliver successfully, with payouts typically ranging between **\$2,000 and \$10,000 per transaction**, depending on deal size and market.

There are no caps on volume. You control how much work you take on and how fast you complete it. Some team members handle one or two deals per month as supplemental income; others scale to multiple deals per week as a full-time income stream.

A Typical Day Might Look Like This

You log into your dashboard and see a new deal has been submitted. You review the purchase agreement, catch a mismatched address between pages one and two, and send a templated message to the acquisition rep for clarification. In the meantime, another contract looks clean—you plug in the numbers to your assignment template, drop everything into the correct Google Drive folder, and send the finalized deal packet to a buyer. After confirming receipt, you log the completion and prepare the payout form.

Everything you do moves a deal forward. Every clean submission gets you closer to a payday. No chasing. No pitching. Just systems and results.

Tools You'll Use

- Google Drive (Docs, Sheets, Folders)
- Internal dashboards and submission trackers
- Editable contract templates (provided)
- Pre-written emails or messages
- Simple cloud file-sharing tools (Google links or Dropbox)

Requirements

- Laptop or desktop with reliable internet
- Familiarity with Google Workspace (or willingness to learn)
- Strong attention to detail
- Ability to meet deadlines independently
- Willingness to follow detailed processes exactly as provided

Position Format

- 100% Remote
- Project-Based
- Entry-Level
- Flexible Hours
- Performance-Based Compensation

What You'll Gain

- Hands-on experience with the most profitable part of real estate: wholesaling
- Tools and templates you can use forever—inside or outside this role
- A real-world case study of what it means to coordinate investment deals
- A resume-enhancing, monetizable skill that investors look for
- The opportunity to scale your workload and income on your own terms

Next Steps

To begin training and gain access to the wholesaling coordination system created by a national investor featured on A&E, see the description for instructions.

You'll walk away with more than a paycheck—you'll walk away with a skill that puts you on the inside of one of the most powerful strategies in real estate.



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