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Online Real Estate Wholesaling Assistant | No License Required | Work Any Location

Description

A nationally recognized real estate investment group is seeking Remote Real Estate Wholesaling Assistants to support a high-volume contract assignment process. This position is built around a proven system developed by a real estate expert featured on A&E—a public figure known for helping everyday people enter the property investment world without licensing, cold calling, or upfront investment. The role is 100% remote, beginner-friendly, and structured around digital workflows that let you contribute to real estate deals from the back end.

If you're looking to break into real estate without getting licensed, and you prefer structured, independent work over sales or client interaction, this position offers a low-stress entry point into a highly profitable industry. You'll help process real estate transactions in a way that's systemized, trackable, and completely online. No phone calls. No selling. No chasing leads. Just clean execution inside a proven framework.

Position Overview

As a Remote Real Estate Wholesaling Assistant, you'll support investors by handling the documentation and contract flow involved in assigning real estate contracts. You'll be the engine behind every successful deal—making sure documents are filled out correctly, saved in the right place, delivered to the right person, and archived when the deal closes. All training is provided, and no previous experience is required.

Your work helps investors close profitable deals quickly and smoothly. You'll use digital checklists, templates, and cloud folders to complete each step of the transaction. Everything you do will follow a predefined process that you'll master during onboarding.

Primary Responsibilities

- Review purchase contracts submitted by acquisition reps for missing information, signature mismatches, and date inconsistencies.
- Create assignment contracts using provided templates, ensuring all deal information is properly transferred.
- Maintain digital organization by filing documents in structured folders with proper naming conventions.
- Track timelines, delivery statuses, and confirmations using spreadsheets and dashboards.
- Share finalized assignment packages with buyers through email or cloud-based delivery tools.
- Log all relevant data for future reference and payout tracking.

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

- Archive completed deals following step-by-step digital SOPs (Standard Operating Procedures).

There's no need to interpret real estate law or handle negotiations. This is a role focused on clean documentation and repeatable digital processes.

Base Salary
\$ 2000 - \$ 10000

Training Provided

Date posted
April 29, 2026

You'll be trained in the exact process used by one of the country's most respected wholesalers, whose system has been featured on national television. The training covers every aspect of deal coordination, including:

Valid through
01.01.2029

- Interpreting wholesaling contracts
- Formatting assignment agreements
- Spotting legal red flags that prevent deals from closing
- Following folder systems and naming structures
- Using checklists to track task completion
- Preparing deals for buyer handoff

Every training module is designed to get you up and running fast—no real estate background needed. You'll go from novice to valuable support partner within days.

What You'll Need

- A laptop or desktop computer with stable internet access
- Familiarity with Google Docs, Sheets, and Drive (or willingness to learn)
- A quiet, focused workspace
- The ability to follow directions and double-check details
- Written communication skills to provide status updates and clarification messages

You don't need to talk to sellers or buyers. You don't need to generate leads. You don't need to upsell or hit quotas. Your role is documentation-focused and results-driven.

What You'll Earn

This is a per-deal opportunity. You are paid based on the number of transactions you process from contract intake to assignment delivery. Payouts typically range from **\$2,000 to \$10,000 per completed deal**, depending on the market and assignment size.

There are no minimums or caps. If you want to handle one deal a month, you can. If you want to scale and take on several deals a week, that's entirely up to your availability and efficiency.

Who This Is Perfect For

- Individuals seeking real, remote work with no license or sales required
- People curious about real estate but who want to avoid phone calls and marketing
- Freelancers, VAs, or administrative professionals looking to specialize in high-value services
- Career switchers who want to learn an in-demand, scalable skill
- Task-oriented thinkers who enjoy checklists, digital organization, and structured processes

What You Won't Do

- No cold calling or door-knocking
- No direct interaction with homeowners or buyers
- No sales scripts or pitching
- No in-person closings or property showings
- No real estate license required

You'll be contributing to successful real estate transactions without the usual stress or requirements of the industry.

A Typical Workday

Start your day by checking your task queue: two new contracts have come in overnight. You review the documents and catch a typo in one seller's name—using a templated message, you notify the internal team to get it corrected. Meanwhile, the second contract looks good, so you generate an assignment agreement using a pre-filled template, confirm all the dates align, and file it into a designated buyer folder. You send the deal packet via email, log the delivery timestamp, and update the project tracker.

Later in the day, you get confirmation that the buyer received and signed everything. You mark the deal as complete, move it into the closed archive, and prepare the payout sheet. All from your laptop, without a single call or meeting.

Why This Role Matters

In real estate wholesaling, most of the profit comes from assigning contracts. But if those contracts are disorganized, incomplete, or delivered late, the entire deal can collapse. You are the safeguard against that. Your accuracy and consistency keep investors profitable and deals moving. When an investor earns a five-figure check, it's because someone like you handled the back end flawlessly.

What You'll Walk Away With

- A repeatable, marketable skill used across the real estate industry
- Mastery of documentation workflows that you can sell as a freelancer or use in future roles
- Hands-on experience with real transactions—without being on the front lines
- Access to systems, templates, and training trusted by one of the industry's most successful wholesalers
- A flexible, remote position that pays for output—not hours

Position Type

- Remote
- Contract-based
- Entry-level
- Project-driven
- Flexible schedule

To Begin

If you're organized, focused, and excited to be part of a real estate process without the pressure of sales, this is your path. You'll gain access to proven systems, clear checklists, and a training platform built to support people with no background in real estate. Everything you need is ready and waiting.

See the description for instructions on how to begin onboarding.



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