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## Online Real Estate Wholesaling Assistant | Remote Work | No License or Prior Experience Needed

### Description

A national property investment firm is actively recruiting new Remote Real Estate Wholesaling Assistants to support its fast-moving contract coordination team. This fully online opportunity is designed for people looking to enter the world of real estate without the need for a license, prior experience, or upfront investment. The system you'll be using was developed by a seasoned investor featured on A&E, known for transforming beginners into capable, back-end contributors to high-profit deals.

If you're detail-oriented, comfortable with digital tools, and want to work behind the scenes on real estate transactions from your laptop, this role gives you everything you need to get started. Training is provided, workflows are structured, and the pay is based on results—not time spent online.

### About the Role

As a Remote Wholesaling Assistant, your job begins after a seller has signed a property purchase agreement. You won't be involved in sales, calls, or negotiations. Instead, your job is to support the next phase—contract preparation, file organization, and delivery of completed documents to cash buyers.

Each contract you process directly contributes to a closed deal, often valued in the thousands. You'll be using checklists, templates, and digital trackers to ensure nothing is missed, and that every file is audit-ready and complete.

### Your Responsibilities

- Review real estate purchase contracts for completeness, accuracy, and compliance
- Spot common issues like missing signatures, mismatched names, or unclear pricing
- Use editable templates to prepare assignment contracts for buyer delivery
- File documents into cloud-based folders using a structured naming system
- Track deal timelines in internal spreadsheets and dashboards
- Send completed contract packets to investors via secure email or shared drive
- Confirm delivery, log outcomes, and archive all files according to the SOP
- Communicate with internal team members using prewritten updates when needed

Every action is taught step-by-step during onboarding. No guesswork, no cold

### 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

calling, no commissions—just clean execution using proven tools.

## Training Overview

This position comes with full training from a nationally recognized wholesaling expert. The same A&E-featured investor behind the system has trained hundreds of assistants using this method. During training, you'll learn:

- How real estate wholesaling works from contract to cash
- What makes a contract assignable and how to check for issues
- How to prepare and format assignment agreements
- File management systems for multiple transactions
- How to avoid common pitfalls that delay or derail deals
- Tools for organizing, delivering, and archiving completed transactions

This training is designed for people with no real estate background and can be completed on your own schedule.

## Tools You'll Use

- Google Drive (Docs, Sheets, Folders)
- Editable PDFs and contract templates (provided)
- Project tracking spreadsheets
- Internal SOPs, checklists, and version control logs
- Simple file-sharing tools like Dropbox or secure Google links

You'll be using your computer, not your phone. No outbound calls, no sales scripts, no high-pressure meetings.

## Requirements

- Laptop or desktop with reliable internet
- Ability to follow digital workflows step-by-step
- Comfort using cloud folders and basic spreadsheets
- Organized mindset and eye for detail
- Written communication skills (for internal notes only)

No license or real estate education required. If you can stay focused, follow a system, and meet deadlines, you'll thrive.

## Compensation Structure

This is a performance-based, per-deal position. You'll be paid for every contract you complete—from intake to final delivery. Payouts range from **\$2,000 to \$10,000 per deal**, depending on assignment fee size, deal complexity, and turnaround speed.

There's no ceiling on how many deals you can process. If you choose to grow, you can scale your role into a steady, high-income position by managing more transactions weekly.

## Who This Is Perfect For

- Newcomers to real estate who want to gain hands-on experience
- Freelancers or virtual assistants looking to develop a high-demand niche
- Admins, organizers, and checklist-lovers who enjoy project-based tasks
- Career switchers or remote job seekers tired of low-value gig work
- People who want to earn based on performance, not hours on a clock

## Base Salary

\$ 2000 - \$ 10000

## Date posted

June 10, 2025

## Valid through

01.01.2029

## A Sample Workday

You check your queue and see a new contract has been uploaded. You open it and review the names, signatures, pricing, and terms. One field is missing, so you send a templated message to the internal rep for clarification. The second file looks perfect, so you create an assignment contract using the editable template provided, populate it with deal data, and file it into a shared Google Drive for the buyer.

You email the buyer using a prewritten message, log the delivery, mark it complete in your tracker, and archive the files once confirmed. Two real transactions moved forward—zero stress, zero phone calls, and a payout coming soon.

## What You'll Gain

- A real, applicable skill in the highest-paying side of real estate
- Step-by-step templates, systems, and contract training you can reuse
- The ability to manage your own time and income from anywhere
- A springboard into future roles in transaction coordination or investor support
- Proof that you don't need to be licensed, pushy, or sales-oriented to succeed in real estate

## Position Format

- Remote
- Project-Based
- Entry-Level
- Flexible Hours
- Results-Based Pay

## How to Begin

To start training and gain access to this structured system for coordinating real estate wholesale deals, see the description for instructions. All tools and materials are included.

If you're looking for an accessible, high-paying entry point into real estate that doesn't involve selling or speculation, this is your invitation to get started.



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