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Online Real Estate Wholesaling Coordinator | Entry-Level | Learn Directly from A&E-Featured Investor

Description

A leading nationwide investment team is now onboarding motivated individuals for fully remote roles supporting real estate wholesale transactions. This unique opportunity allows you to enter the real estate industry—without a license, without selling, and without cold calling—by working behind the scenes where the deals actually close. You'll use a proven system developed by a real estate investor featured on A&E to help process and deliver real property assignments.

This is not a sales position. You won't be pitching sellers, showing homes, or contacting clients. Instead, your job is to help finalize deals already under contract by coordinating the documentation, tracking progress, and making sure contracts move from signed to sold using structured templates and digital tools.

What the Role Involves

Once a property seller agrees to a deal, your job starts. You'll be responsible for organizing the signed contract, preparing an assignment agreement, filing everything in cloud-based folders, and making sure the end buyer gets a clean, error-free packet. You'll work inside a tested system that's been used in hundreds of successful off-market real estate deals across the country.

Your performance will directly impact the team's ability to close high-value transactions. Accuracy and attention to detail are the most important skills here—not salesmanship or charm.

Key Duties and Tasks

- Check purchase agreements for accuracy in names, dates, pricing, and property info
- Complete pre-formatted assignment contracts using plug-and-play templates
- Organize digital files by transaction using folder templates and naming rules
- Track timelines, file updates, and delivery confirmations in shared spreadsheets
- Send completed contracts to vetted buyers through secure delivery links
- Log confirmation messages and archive completed folders for compliance
- Use internal SOPs to ensure every step is executed properly without deviation

Every task is supported by visual workflows, written procedures, and example files—nothing is left to guesswork.

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

Training Program

You'll be trained directly inside the same system used by a high-profile real estate investor known for simplifying the wholesaling process for complete beginners. Training includes:

- Overview of real estate wholesaling and how assignments work
- Breakdown of purchase agreements and assignment contract structure
- How to catch common legal mistakes and avoid deal-killers
- Cloud storage organization and version control
- Task management tools and communication templates
- Checklists for every phase of the contract-to-close cycle

This is a zero-experience-necessary role. The goal is to give you everything you need to be competent and confident—without needing a real estate license or advanced technical skills.

Work Requirements

- A reliable computer and internet connection
- Basic knowledge of Google Drive, Docs, and Sheets
- Focus and attention to detail
- Ability to follow systems precisely
- Independent work ethic—no micromanagement, no handholding

You won't be making phone calls, attending Zoom meetings, or talking to sellers or buyers. Your entire workflow is asynchronous and built for independence.

What You Don't Need

- Real estate license
- Customer service background
- Sales experience
- Upfront investment
- Industry knowledge

Everything you need is included in the training system, templates, and step-by-step guides.

Compensation Model

This is a deal-based opportunity with earnings tied directly to your output. You'll be paid for every transaction you successfully coordinate from document intake to assignment delivery. Each completed deal typically yields between **\$2,000 and \$10,000**, depending on the deal's structure and volume.

There is no cap on your earnings. If you want to work slowly and complete one deal per month, you can. If you want to scale and process multiple deals per week, you're encouraged to do so.

Who Excels in This Role

- Virtual assistants or freelancers who want to specialize in real estate
- Entry-level workers looking for a realistic online career path
- Organized thinkers who thrive with digital tools and structured systems
- Career changers who don't want to go back to school or get licensed
- Anyone curious about real estate who wants to learn by doing

Base Salary
\$ 2000 - \$ 10000

Date posted
April 29, 2026

Valid through
01.01.2029

This is a results-oriented position for people who value freedom, order, and high-leverage skills over office politics or client interactions.

A Sample Day in the Role

You log in to your dashboard and see three new purchase agreements have been submitted. You open each and use your checklist to verify fields are filled in correctly. Two of them are clean—so you generate matching assignment contracts, file everything into shared folders, and send the packets to buyers using secure email links. The third has a missing initial on one page, so you use a prewritten message to request a correction from the acquisition rep.

Once confirmations come in from the buyers, you log everything into the master spreadsheet, archive the files, and mark the payouts ready for processing.

No calls. No selling. No hassle. Just clean work and direct pay.

What You'll Walk Away With

- A high-value skillset in real estate contract coordination
- Systems, templates, and processes you can use in future roles
- Firsthand experience working inside actual real estate transactions
- A repeatable method for generating income from home
- Knowledge and exposure that open doors to future roles in real estate operations

Work Format

- 100% Remote
- Entry-Level Friendly
- Contract-Based
- Results-Driven
- Flexible Schedule

How to Begin

To access the training and start coordinating real estate deals using a system built by a nationally recognized investor featured on A&E, see the description for next steps.

This isn't theory. It's real work, real pay, and real estate experience—no license required.



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