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Remote Real Estate Wholesaling Coordinator | Entry-Level | Work from Anywhere | No License Required

Description

A national real estate investment group is expanding its remote operations and seeking organized, entry-level talent to help coordinate real estate wholesale transactions. If you've ever wanted to get into real estate but didn't know where to begin—this opportunity is your bridge. No license required. No sales. No prior experience. You'll be supporting the contract coordination side of deals using a proven system built by a real estate expert featured on A&E.

This is not a sales job. You won't be calling sellers or closing deals. Instead, you'll be part of the operational backbone—making sure contracts are processed correctly, documents are filed properly, and buyers receive clean, ready-to-close packages.

Position Summary

Once a property is placed under contract, the process of assigning that contract to a buyer begins. As a Remote Real Estate Wholesaling Coordinator, your role is to support that transition. You'll prepare documentation, organize digital files, confirm details, and track every step from intake to delivery.

You'll work independently using structured tools, cloud-based folders, editable contract templates, and SOPs that lay out every step. If you're organized and can follow directions, you can thrive here—regardless of your background.

Key Responsibilities

- Review purchase agreements for key data points: pricing, dates, seller info, and signatures
- Prepare assignment contracts using ready-to-use templates
- Organize files in Google Drive or Dropbox using naming conventions
- Use simple spreadsheets to track status, deadlines, and buyer confirmation
- Deliver clean contract packets to end buyers using secure file links
- Archive completed deals and update project logs for team reference
- Identify issues (missing data, incorrect formatting) and escalate with templated messages

You'll follow a repeatable process built for beginners—no guesswork required.

What This Role Offers

- Access to a real estate system built by a nationally recognized A&E investor

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

- Entry into a high-profit niche (wholesaling) without selling, investing, or licensing
- 100% remote work with no schedule requirements
- Performance-based pay with real earning potential
- Structured training and templates for every task

Base Salary
\$ 2000 - \$ 10000

What You Don't Need

- Real estate license
- Cold calling or lead generation skills
- Formal training or degree in real estate
- Prior admin or virtual assistant experience
- Money to invest or pay to get started

Date posted
May 3, 2025

Valid through
01.01.2029

Everything is included—your only responsibility is executing the steps as trained.

What You'll Need

- A laptop or desktop with consistent internet
- Comfort using Google Docs, Sheets, and Drive (or willingness to learn)
- Strong attention to detail
- Discipline to work independently
- Ability to follow workflows exactly

Compensation

This role is paid per project—not per hour. On average, a completed contract assignment pays between **\$2,000 and \$10,000**, depending on the market and complexity of the deal. As you build speed and confidence, your income can grow with your volume. There's no ceiling.

This role is ideal for:

- Newcomers to real estate
- Virtual assistants or freelancers seeking a specialized niche
- Detail-oriented professionals seeking a flexible remote role
- Career switchers who want to build a real skill, not just collect tasks
- Stay-at-home parents or digital nomads needing autonomy and income

A Typical Day Might Include

You receive two new purchase contracts. You review them using your checklist: seller names, pricing, and property details look good. One needs a missing signature—you send a templated email to the team. For the other, you prep an assignment contract, organize the files into a Google folder, and send the completed packet to the buyer.

You log the delivery, mark the deal in your spreadsheet, and archive the folder once you get confirmation. You've just contributed to a five-figure real estate deal—no selling, no stress, no phone calls.

What You'll Gain

- A transferable, in-demand skill you can take anywhere
- Experience with real real estate transactions
- Templates, systems, and workflows you can use with other investors or clients

- A remote position that pays based on your results—not hours logged
- Proof that you can work in real estate without a license, sales skills, or funding

Position Details

- Remote
- Entry-Level
- Contract-Based
- Flexible Schedule
- Paid Per Deal

Getting Started

To begin training and access the full real estate coordination system built by a trusted A&E investor, see the description for instructions.

If you're ready to break into real estate, work from anywhere, and earn by delivering clean results—not selling or schmoozing—this is the role designed for you.



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Disclosure

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