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Online Real Estate Wholesaling Coordinator | No License Required | Adaptable Hours | Learn from A&E-Featured Investor

Description

A national real estate investment group is expanding its remote coordination team and is now accepting applications for entry-level assistants to help process real estate wholesaling transactions. This is a rare opportunity to step into the real estate world with zero cold calling, zero sales, and no licensing required—working fully from home using a proven deal management system developed by a successful investor featured on A&E.

Your role is simple but critical: once a seller signs a property contract, you'll handle the coordination steps needed to transfer that contract to a buyer. With clear procedures, templates, and real deal flow, this is an ideal starting point for anyone seeking to gain hands-on real estate experience in a behind-the-scenes capacity.

Position Summary

Real estate wholesaling works by identifying off-market properties and securing contracts with sellers, then assigning those contracts to end buyers—typically cash investors. That assignment requires precision, paperwork, and professional coordination. That's where you come in.

You won't be negotiating, selling, or contacting homeowners. Instead, you'll follow a repeatable process to review documents, complete assignments, and deliver final contracts to buyers. Everything you need is included—training, templates, and workflows.

Your Responsibilities Will Include:

- Reviewing purchase agreements for completeness (seller name, property address, price, dates, and signatures)
- Preparing assignment agreements using plug-and-play templates
- Organizing files into cloud folders using preset naming conventions
- Logging each deal's progress in tracking spreadsheets
- Delivering completed packets to buyers using cloud links
- Verifying receipt and archiving each finalized deal
- Communicating internally when data is missing or incorrect using message templates

You will not be responsible for sourcing leads, closing sales, or handling clients. Your role is operational and structured.

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 Overview

This position includes training modeled after hundreds of completed wholesale transactions. The program—developed by a well-known investor featured on A&E—includes:

- Contract anatomy: how to review and validate deal documents
- Assignment walkthroughs: filling out contracts accurately
- Folder systems: storing, labeling, and version-controlling files
- Deal tracking: managing timelines using digital tools
- Delivery protocols: how to send contract packets the right way
- SOPs: step-by-step instructions for every recurring task

Training is beginner-friendly, with no real estate background required.

Who Should Apply

- People new to the real estate field
- Freelancers and virtual assistants looking to expand into higher-value services
- Organized professionals who enjoy structure, documentation, and checklists
- Individuals looking for remote work with flexible hours and project-based pay
- Those who want real experience—not just theory—in real estate

What's Required

- Computer with consistent internet access
- Familiarity with Google Drive, Docs, and Sheets (or the ability to learn quickly)
- High attention to detail
- Ability to follow structured workflows and meet deadlines independently
- Written communication for internal collaboration (no phone required)

What's Not Required

- No real estate license
- No selling or negotiating
- No cold calling or marketing
- No client management
- No prior experience

Compensation Details

You will be paid per transaction completed. The typical payout for each fully coordinated deal ranges from **\$2,000 to \$10,000**, depending on volume, assignment size, and deal flow.

You control your capacity. Whether you take on one deal a month or five per week, you'll earn based on your ability to follow the process and deliver results.

What a Typical Day Could Look Like

You start by reviewing two contracts submitted by the acquisitions team. You check the first for signatures and dates—everything looks correct. You prep the assignment agreement using a guided template and organize all files into the

Base Salary
\$ 2000 - \$ 10000

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appropriate folder. You send the complete packet to the buyer and log delivery.

The second contract is missing a seller initial, so you flag it and send a templated message requesting revision. Once both deals are confirmed and closed, you archive the documents and move on to your next batch. Each completed transaction adds to your monthly earnings.

What You'll Gain

- In-depth understanding of real estate deal flow
- Reusable tools and workflows you can apply to future projects or clients
- Scalable remote income with zero outbound work
- Confidence working with actual transactions, not simulated training
- A clear, proven path into real estate support services

Role Structure

- Fully Remote
- Entry-Level
- Results-Based
- Flexible Hours
- Paid Per Project

How to Start

To access onboarding and training built by a nationally recognized wholesaler, see the description for how to get started.

This is your opportunity to get inside the deal room of real estate—without selling, without calling, and without getting licensed. Just real work, real systems, and real experience.



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