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Online Real Estate Wholesaling Documentation Assistant | Entry-Level | No License or Cold Calling Needed

Description

We're actively hiring detail-oriented individuals to support the back-end process of real estate wholesaling transactions from the comfort of their own home. This fully remote position offers a direct path into the real estate industry—no license, sales skills, or investment capital required. You'll be trained on a streamlined system created by a real estate investor who has been featured on A&E for making real estate deals accessible to everyday people.

This is not a customer-facing or sales role. Instead, it's a back-office support function that ensures real estate contracts are properly completed, formatted, and delivered. You'll play a key part in moving deals from contract to cash, helping investors close high-value property assignments without delays or documentation errors.

Role Overview

Real estate wholesaling is built on speed and accuracy. The faster a contract moves from a seller to a buyer, the more profitable the deal becomes. As a Documentation Assistant, your responsibility is to manage the critical handoff process—reviewing contracts, completing assignment documents, tracking timelines, and ensuring every file is in the right place at the right time.

Everything is templated. Everything is taught. Your job is to follow the system and make sure nothing slips through the cracks.

Core Responsibilities

- Review seller contracts to verify essential fields: names, addresses, prices, dates, signatures
- Format assignment contracts using provided templates and reference checklists
- Organize documents into shared cloud folders using strict naming conventions
- Track contract stages and delivery timelines using simple spreadsheets
- Deliver final contract packets to buyers securely via cloud link or email
- Log confirmations and update internal trackers upon receipt
- Archive completed transactions into team folders for compliance and payment

You will not be cold calling, negotiating, or speaking to clients. This is strictly a

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

documentation and coordination role.

Training Breakdown

This role includes complete training based on a nationally recognized wholesaling model used by a public figure who has completed hundreds of transactions. You'll receive:

- Contract review walkthroughs
- Assignment agreement training
- Folder structure and naming best practices
- SOPs for each repeatable task
- Cloud delivery and confirmation tracking
- Message templates for internal updates

All training is designed for absolute beginners. No previous real estate knowledge is expected or required.

Who This Is For

- Individuals seeking a true work-from-home position with performance-based pay
- Virtual assistants or freelancers who want to specialize in real estate support
- Detail-oriented professionals who enjoy organization and structure
- Entry-level workers interested in contract work that scales
- Career switchers looking for a low-stress, high-leverage opportunity

If you can follow a process, double-check your work, and manage a digital folder system, this role is built for you.

What You Don't Need

- A real estate license
- Sales experience
- Phone access or client interaction
- Knowledge of local real estate laws
- Capital to invest in properties

What You Do Need

- A computer with reliable internet
- Familiarity with Google Drive, Docs, and Sheets
- A quiet workspace and independent focus
- Comfort with checklists and digital task tracking
- Basic written communication for internal updates

Compensation Structure

You are paid per deal completed. Payouts typically range between **\$2,000 and \$10,000 per transaction**, depending on volume and turnaround time. The faster and more accurately you complete the process, the more you can earn.

You'll never be capped. Some assistants start by managing a few deals per month and gradually scale up as they gain confidence and speed.

Sample Workday

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

You log in and see two new deals in your queue. You check the first seller contract, confirm all the data, and drop the details into an assignment template. You organize everything in the designated folder and send the file to the buyer. For the second deal, you catch an error in the pricing field and request a correction using a prewritten message. You update the status tracker, log confirmations, and archive the completed contract once it's signed.

Every task is precise, repeatable, and structured to make sure no part of the deal gets overlooked.

Benefits of This Role

- Learn one of real estate's highest ROI skills without getting licensed
- Support deals that generate real revenue—no hypothetical training
- Use tools and systems built by a high-volume real estate investor
- Earn based on your work, not your hours
- Work when you want, where you want

Work Format

- Remote
- Project-Based
- Entry-Level
- Process-Focused
- Flexible Hours

Getting Started

To begin training and access the wholesaling support system designed by a nationally recognized A&E-featured investor, see the description for next steps.

This is more than just another remote gig. It's your entry into real estate deal flow—where precision, structure, and organization are rewarded.



Disclosure

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