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## Online Real Estate Wholesaling Operations Assistant | No License Needed | Learn from A&E-Featured Investor

### Description

Are you detail-oriented, process-driven, and ready to start a real estate career from your laptop? A national investment group is recruiting Remote Operations Assistants to help manage the contract pipeline of active real estate wholesale deals. This is a fully remote position designed to be accessible to beginners and powered by a proprietary system created by a real estate investor **featured on A&E**.

You won't be cold calling, selling property, or investing money. Instead, your focus will be on contract preparation, digital organization, and timely deal tracking. You'll receive full training, step-by-step workflows, and real-world tools used to assign real estate contracts for profit—without holding a license or ever stepping foot on a property.

### Position Summary

In real estate wholesaling, the money is made by securing purchase contracts from sellers and assigning those contracts to cash buyers. This role puts you at the center of that transaction pipeline. As a Remote Operations Assistant, you'll be responsible for ensuring that documents are correct, timelines are tracked, and assignment contracts are prepared and delivered without delay.

You're not responsible for negotiating deals—you're the person who makes sure the paperwork is accurate, compliant, and on time. This is a behind-the-scenes position in a high-profit segment of real estate that most people never see.

### Your Responsibilities Will Include:

- Reviewing purchase agreements for accuracy (e.g., seller name, address, dates, purchase amount)
- Completing assignment contracts using editable templates
- Naming and filing documents in cloud folders using the provided structure
- Updating internal spreadsheets with transaction progress, delivery status, and notes
- Sending completed contract packets to investors or buyers using secure links
- Archiving finalized transactions for compliance and team reference
- Flagging any issues that prevent assignment (missing signatures, incorrect details, etc.)
- Following established SOPs for every contract milestone

### 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

You'll never need to guess. Every action you take is part of a larger, systemized workflow that's been used in hundreds of successful deals.

### Training Overview

This isn't a course—it's hands-on training with tools and transactions you'll work on immediately. The onboarding process includes:

- Walkthroughs of actual purchase contracts and assignment agreements
- Real examples of successful wholesaling transactions
- Instructions for contract formatting, version control, and delivery
- Folder system templates for tracking and organizing deals
- Prewritten messages for internal updates and file requests
- Timeline trackers for pacing multiple transactions

The training is structured around how real businesses function, not just theory. You'll learn how to support a full deal cycle from your first week.

### Qualifications

- Reliable computer with internet access
- Ability to use or learn Google Docs, Sheets, and Drive
- Comfort with digital workflows, checklists, and structured tasks
- Strong attention to detail, especially when working with contracts
- Ability to work independently and complete tasks without supervision
- Written communication skills for internal updates (no phone calls)

### What You Won't Be Doing

- You will NOT be cold calling or generating leads
- You will NOT be selling or negotiating property deals
- You will NOT be required to get a real estate license
- You will NOT need to meet a quota or participate in meetings
- You will NOT be responsible for high-pressure situations

This role exists to streamline the contract side of active deals, not sell them.

### Compensation Details

This is a project-based position with pay based on completed contracts. For every wholesale deal you assist in delivering from intake to assignment, you can expect a payout of **\$2,000 to \$10,000**, depending on the scope of the transaction and the speed of your execution.

The more efficient you become, the more deals you can manage simultaneously—giving you full control of your monthly earnings. There are no limits to how many contracts you can handle.

### Who Excels In This Role

- Freelancers who want to specialize in a high-demand niche
- Entry-level workers seeking non-customer-facing roles
- Virtual assistants looking to transition into real estate
- Stay-at-home parents or digital nomads who value flexible hours
- Task-oriented professionals who enjoy order, templates, and system-based work

### Base Salary

\$ 2000 - \$ 10000

### Date posted

April 29, 2026

### Valid through

01.01.2029

If you like solving problems without being the center of attention, this is your zone.

### **A Sample Workday**

You log into your contract dashboard and see two new purchase agreements awaiting review. You scan the first and find a date mismatch—you send a prewritten request to the internal team for correction. The second is clean, so you duplicate the assignment contract template, input the necessary data, and file it in a shared Google Drive folder.

Later in the day, a buyer confirms receipt of their packet, and you log the deal as complete. You move the files to the closed folder and prepare the payout form for the team. One more deal done. One more win—handled completely online.

### **What You'll Gain**

- Practical experience in back-end real estate transactions
- A marketable skill set that can be applied to other investment teams
- Templates, systems, and workflows you can reuse or build into a freelance service
- A results-based income stream with no cap and no office hours
- Access to a real estate investment system created by a public figure and proven operator

### **Role Format**

- Remote
- Entry-Level
- Project-Based
- Fully Flexible
- Results-Oriented Pay

### **Next Step**

To begin your onboarding and gain access to the real estate coordination system developed by a featured A&E investor, see the description for instructions.

This is your invitation to step inside one of real estate's most powerful income models—with nothing more than a laptop, focus, and a willingness to follow the system.



### **Disclosure**

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