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Online Real Estate Wholesaling Support Assistant | Entry-Level | No License or Prior Experience Required | Learn from A&E-Featured Investor

Description

A nationally recognized real estate investment firm is now hiring remote support staff to help manage back-end real estate wholesaling operations. This role is ideal for detail-oriented individuals who want to learn real estate from the inside—without becoming an agent, doing sales, or making cold calls. All training is provided, including a full backend system built by an A&E-featured investor with a proven record of helping beginners succeed.

You'll work completely online in a flexible, task-based role that revolves around reviewing, organizing, and delivering critical documents for real estate contracts.

About the Role

In real estate wholesaling, properties are secured under contract with a seller and then that contract is legally assigned to a buyer. Your job begins the moment a contract is signed and ends once all documents are confirmed and archived. You'll support real estate investors by managing the paperwork and deal logistics necessary to close each wholesale transaction.

Every step is outlined in SOPs. You'll use digital checklists, templates, and structured folders to complete your tasks with precision.

Daily Responsibilities Include:

- Carefully reviewing purchase contracts to ensure accuracy (name, address, price, date, signatures)
- Completing assignment contracts using fill-in-the-blank templates
- Storing deal files in structured cloud folders using standard naming conventions
- Logging progress in spreadsheets to track each transaction
- Sending completed assignment packets to cash buyers through secure channels
- Confirming delivery and marking the transaction complete
- Using internal message templates to communicate errors, missing data, or update requests

What You Won't Do:

- No cold calling or sales
- No in-person meetings or real estate showings

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

- No license, investment, or certification required
- No client interaction—this is a back-end role
- No payment required to access tools or training

Training Breakdown

You'll be trained using the exact real estate operations system developed by a nationally known wholesaler. This training includes:

- How to read and verify a real estate purchase contract
- How to fill out assignment documents for buyers
- How to structure and name folders for digital file delivery
- How to track status updates and confirmations
- How to manage deals independently using written checklists and SOPs
- How to troubleshoot contract errors using internal communication templates

Everything is structured to support you step-by-step, regardless of background.

Ideal Candidates

- Entry-level job seekers wanting real-world real estate experience
- Virtual assistants or freelancers ready to specialize in a profitable niche
- Career changers looking for zero-client, high-structure remote work
- People with strong organizational skills and comfort using cloud-based tools
- Individuals ready to commit to following a structured, proven process

Minimum Requirements

- Laptop or desktop computer with reliable internet access
- Familiarity with Google Docs, Drive, and Sheets (or willingness to learn)
- The ability to read, follow, and execute written instructions without deviation
- Time management skills to meet task deadlines
- Quiet workspace and focus to complete detailed documentation work

Compensation and Earnings

This is a performance-based, project-paid role. You will be compensated for each transaction you support from contract intake to final delivery. Earnings per completed deal typically range from **\$2,000 to \$10,000**, depending on deal type, assignment size, and workflow volume.

There are no quotas. You may complete 1–2 deals per month or scale to handle several per week as your efficiency improves.

Example Day in This Role

You log in and find three new contracts in your shared folder. You check the first for pricing errors and missing initials—looks good. You use the assignment template to fill out the buyer agreement, save the file, and upload it into a properly labeled folder. You deliver the full packet to the assigned buyer using a secure cloud link and mark the deal complete in your spreadsheet.

The second deal has a date mismatch—you send a templated message to the acquisition rep to correct the file. The third deal is ready to go, and you repeat the process. You end the day with two deals submitted and one pending revision—all handled asynchronously, on your own time.

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

What You'll Gain

- Experience working with real real estate contracts and investor deal flow
- Structured templates, trackers, and systems for future freelance or full-time work
- Training and execution system used by a nationally featured real estate investor
- Practical back-end coordination skills for real estate operations roles
- Flexible income with zero cold calling or direct sales

Work Format

- 100% Remote
- Entry-Level
- Asynchronous Schedule
- Paid Per Deal
- Fully Systemized Training Included

How to Start

To begin onboarding and get access to the real estate coordination system used by a nationally recognized wholesaler featured on A&E, see the description for instructions.

This is not theory. This is your chance to support real real estate deals, earn practical experience, and build income from your own home using a system that's already working—without any license or sales experience required.



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