

## LEARN MORE

### Remote Wholesale Property Coordinator | Real Estate Support Role | No Experience Required

#### Description

A private investment firm is onboarding new remote coordinators to help manage the flow of real estate wholesale transactions from contract to close. This flexible, work-from-home role is ideal for individuals who are organized, detail-focused, and interested in learning how real estate deals operate behind the scenes. The process you'll be trained in was developed by a nationally recognized investor featured on A&E, and is now used to close property assignments digitally across multiple U.S. markets.

As a Remote Wholesale Property Coordinator, your role is to support the documentation side of wholesale real estate—preparing, reviewing, and delivering key paperwork that makes each transaction legally assignable. You'll never be asked to make calls, sell anything, or manage leads. Your focus is the quiet but crucial task of keeping deal paperwork clean, compliant, and ready to close.

#### About the Role

You'll be involved in processing real contracts tied to off-market residential properties. Once a seller signs an agreement to sell, you'll be brought into the workflow to manage that file through assignment. That includes double-checking legal terms, filling in gaps using templated communications, formatting documents, and organizing final packages for buyer review.

You won't be sourcing deals. You won't be involved in negotiations. You'll be the one making sure the paperwork actually supports the deal—so it can close without delay or legal issue. Your precision and reliability directly impact whether or not the deal reaches completion.

#### What You'll Be Doing

- Log new property agreements into a shared tracking sheet using standardized fields
- Verify contract data including seller name, property address, sale price, and closing timeline
- Review contract language to ensure it meets assignment requirements
- Organize digital files using a cloud-based folder system with clear versioning
- Format assignment contracts using ready-made templates
- Deliver finalized packages to investor buyers using email or cloud links
- Communicate brief follow-ups or clarifications using written message templates
- Archive closed deals into long-term storage and update internal status

#### Hiring organization

Work From Home Customer Service Jobs No Experience Needed

#### 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

reports

You'll be supported by a comprehensive process map and digital SOPs that walk you through each step.

### Training & Support

The onboarding program includes full access to the documentation system used by a high-volume wholesaler. You'll learn:

- The structure of real estate wholesale contracts
- How to verify legal readiness for assignment
- What to look for in order to prevent common deal-breaking errors
- How to name, track, and deliver digital deal files
- How to complete a transaction cycle from intake to payout

This is a plug-and-play system. If you can follow instructions and work consistently, you can complete your first deal within weeks.

### Tools You'll Use

- Google Sheets and Docs
- Shared cloud storage systems like Google Drive or Dropbox
- Message templates for email communication
- Pre-formatted contract templates and digital folders
- Checklist-based progress trackers for each transaction

### What You'll Need

- A reliable computer or laptop with internet
- Strong attention to detail and comfort working alone
- Confidence using cloud-based tools
- Written communication skills for brief updates and corrections
- A focus on execution, consistency, and digital organization

### Compensation

This is not an hourly job. You are paid per completed deal. Individuals in this role typically earn between **\$2,000 and \$10,000 per transaction**, depending on the contract size and speed of execution. There is no limit on deal volume, and your income scales as your workflow becomes more efficient.

You'll be rewarded for successful delivery of clean, accurate, assignment-ready contracts—not time spent on tasks. This structure is ideal for those who want control over both their schedule and earnings.

### Who This Role Is Perfect For

- Entry-level professionals looking for a remote role with real deliverables
- Freelancers wanting to add a specialized service to their portfolio
- Individuals interested in real estate who don't want to cold call or invest
- Organized people who love clean digital systems and task completion
- Career changers who want a low-risk way to build real estate experience

### Why It Matters

Most deals fall apart due to poor follow-up or missing paperwork. By keeping

### Base Salary

\$ 2000 - \$ 10000

### Date posted

April 29, 2026

### Valid through

01.01.2029

everything on track, you become a vital part of a system that turns contracts into closings. You'll learn how deals really get done—without needing to make an offer or own a property yourself.

**Position Type**

Remote | Flexible | Project-Based | Performance-Paid

To get access to the training materials and begin coordinating your first real estate deal, see the description for next steps.



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