

LEARN MORE

Remote Wholesale Transactions Assistant | Work-from-Home Role in Real Estate | Learn-by-Doing

Description

A digital-first real estate group is expanding its remote coordination team and seeking detail-oriented individuals to assist with processing wholesale property deals. This is a structured, behind-the-scenes role supporting one of the fastest-growing sectors in real estate—off-market wholesaling—without requiring a license, sales calls, or real estate experience. You'll follow a duplicatable system designed by a high-volume investor featured on A&E, built to help regular people earn while supporting real property transactions from home.

This is not a marketing or customer service job. You won't be pitching buyers or talking to sellers. Your core value comes from precision: checking paperwork, organizing digital files, and moving contracts forward so that investors can assign them for profit. Everything happens online. Everything follows a system.

Position Summary

As a Remote Wholesale Transactions Assistant, you'll be assigned real estate contracts that have already been signed by motivated sellers. You'll be responsible for reviewing, verifying, and preparing them for assignment. This includes tracking important deal milestones, correcting missing fields, formatting contracts for clarity, and delivering finalized documentation to cash buyers.

You'll also manage digital folders, confirm version control, and archive completed transactions. Every task you complete contributes to a live, profitable real estate transaction—without requiring you to talk to a single homeowner.

Key Responsibilities

- Verify seller agreements for critical fields like name, date, price, and property address
- Cross-reference contract language with compliance checklists
- Log and track deal details using Google Sheets or other shared tracking tools
- Format assignment contracts based on editable templates
- Deliver assignment agreements via cloud-based platforms or email
- Update internal deal trackers with delivery confirmations and status flags
- Archive completed contracts into digital storage systems
- Prepare internal deal summaries for recordkeeping and payout reference

You Will NOT Be Responsible For:

- Sales, cold calls, or prospecting

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

- Negotiating offers or pricing
- Attending closings or speaking with agents
- Working under a quota or hourly time clock

Required Tools & Skills

- Desktop or laptop with internet access
- Familiarity with Google Docs, Google Sheets, or Excel
- Clear written communication skills
- Attention to detail when reading and formatting documents
- Self-management and ability to follow detailed workflows
- Interest in real estate operations or back-end coordination

Training Included

You'll receive step-by-step training built around the actual system used by the founding investor. This includes:

- Contract review tutorials
- Assignment formatting instructions
- Delivery checklists and legal review tips
- Folder management walkthroughs
- Example workflows from real past deals
- Templates for communication, versioning, and compliance tracking

You'll get instant access to a proven blueprint for moving deals from "signed" to "assigned."

Compensation

This role operates on a per-deal payout structure. For each wholesale deal you help process to completion, compensation typically ranges from **\$2,000 to \$10,000**, based on the market, investor fee, and your speed of execution. There's no cap on how many deals you can work on. The more you complete, the more you earn.

Some team members begin with one or two transactions per month and grow their pipeline once they're confident. This role is ideal for people who want control over both schedule and earnings.

Who Thrives in This Role

- People looking for remote work with structured tasks and measurable output
- Entry-level workers seeking exposure to real estate without licensing barriers
- Freelancers who enjoy project-based income
- Former assistants, data entry professionals, or document processors
- Organized thinkers who enjoy working independently and producing clean results

What You'll Gain

- Direct experience with real real estate wholesale transactions
- A marketable skill set that applies to property investors everywhere
- An inside look at how wholesaling works—and what makes deals close
- A document-based role that pays based on accuracy and results, not calls or sales
- A remote career path that can grow with you

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

Position Type

Remote | Contract-Based | Entry-Level | Performance-Paid

To access the onboarding system and begin assisting with real estate transactions from anywhere, see the description for instructions.



LEARN MORE

Disclosure

Disclaimer: Please note that RemoteJobRecruiting.com is NOT a recruitment agency. We are not an agent or representative of any employer.

Marketing Disclosure: This website is a marketplace. As such you should know that the owner has a monetary connection to the product and services advertised on the site. The owner receives payment whenever a qualified lead is referred but that is the extent of it.

Be sure to check out our partner sites at [Jobtacular](#)