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Transaction Workflow Analyst – Remote Real Estate Wholesaling | Entry-Level | Project-Based Work

Description

A distributed acquisitions group is recruiting new team members to support digital transaction workflows across its national wholesaling pipeline. This remote position allows independent workers to contribute to real estate transactions from behind the scenes—handling document review, digital recordkeeping, and contract assembly from their own home. The model you'll follow was developed by a nationally recognized investor featured on A&E, and has been adapted for scalable, remote operations.

This role is not customer-facing, not phone-based, and not reliant on sales experience. Instead, your success comes from structure, accuracy, and the ability to move real estate contracts efficiently through a pre-built system. If you enjoy organizing files, working from checklists, and supporting high-stakes transactions without client pressure, this may be your next step.

Position Overview

You'll be brought into the middle of live real estate wholesale deals—right after the seller has signed a contract. Your responsibility is to analyze the incoming agreement, ensure all required components are in place, and prepare the file for assignment to an investor buyer. Each property you work with represents a real asset and a real payout for the investor team, making your contributions critical.

This isn't a typical assistant or VA role. You'll be working on a system that mirrors back-office operations inside real estate investing companies—without the overhead, office, or licensing requirements.

Key Duties

- Receive and review signed purchase contracts for formatting and data accuracy
- Cross-check legal fields, deadlines, and signature placement using verification checklists
- Assign deal IDs and update internal transaction dashboards
- Format assignment contracts based on investor parameters
- Monitor delivery timelines, file versions, and communication checkpoints
- Send completed packets to vetted buyers using templated messaging
- Archive all signed documents using a file naming and storage protocol
- Complete post-delivery reports to close out the file and mark the project finished

You will never be responsible for outreach, lead generation, or negotiation. Your job

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

is focused on execution—taking raw documentation and shaping it into a deal that's ready to close.

System Training

You'll be trained using a structured onboarding program built from real transactions. You'll receive:

- Digital contract samples with side-by-side breakdowns
- Assignment formatting tools and plug-in templates
- Milestone maps showing each contract phase
- SOPs for naming, storing, and submitting finalized files
- Timelines for delivery and error prevention
- Walkthrough videos of actual wholesale coordination tasks

This system was designed so anyone with strong organizational skills and commitment to process can step into a real estate coordination role—without licensing, certification, or cold outreach.

Tools You'll Use

- Google Workspace (Docs, Sheets, Drive)
- File sharing platforms like Dropbox or SharePoint
- CRM-style dashboards to track contract progress
- Internal communication via email or secure chat
- Checklists, SOPs, and assignment templates

Who This Is For

- Self-directed professionals comfortable managing their own queue
- Admins, coordinators, or freelancers looking for predictable digital work
- Entry-level remote workers looking to build a monetizable skillset
- Process-focused thinkers who prefer quiet, independent work
- People curious about wholesaling who want hands-on exposure without financial risk

Compensation Structure

You will be paid on a per-deal basis. Completed wholesale transactions typically generate earnings of **\$2,000 to \$10,000** depending on the assignment value, turnaround time, and file accuracy. There is no ceiling on your deal volume. You can work on one contract at a time or scale up once your workflow becomes efficient.

This structure rewards accuracy and consistency. If you can process deals on time and with zero errors, your potential to scale income increases substantially.

What You'll Gain

- Direct experience working on live real estate wholesaling transactions
- A working understanding of assignment contracts and deal flow
- High-leverage support skills in digital operations and document management
- Templates and frameworks you can apply to future investor partnerships
- The ability to participate in real estate from anywhere in the world

Position Type

Remote | Independent | Performance-Based | No License Needed

Base Salary

\$ 2000 - \$ 10000

Date posted

April 29, 2026

Valid through

01.01.2029

To access the training portal and begin processing real estate contracts from home, see the description for instructions.



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