

**LEARN MORE**

## Virtual Real Estate Assignment Coordinator | Entry-Level | Remote Document-Based Role

### Description

A national wholesaling firm is actively building its virtual transaction team and is seeking entry-level coordinators to support the digital handoff of residential property contracts. If you're highly organized, comfortable working with digital files, and interested in real estate without the pressure of sales or licensing, this role offers a real entry point into a growing sector—wholesale real estate. You'll be trained in a contract-to-assignment system developed by an A&E-featured investor who's processed thousands of deals using this exact workflow.

Your responsibility? Ensure that every contract is clean, complete, and assignment-ready before it's delivered to cash buyers. Every task you perform supports a live real estate deal moving toward close. No phone calls, no cold outreach—just structured work with real results.

### What You'll Handle

- Receive signed seller agreements from acquisition reps
- Analyze contracts for missing or incorrect terms—flag anything that prevents assignment
- Format files using naming conventions for clarity and legal organization
- Fill in assignment templates using property and pricing information
- Confirm deal details (price, closing date, buyer/seller names) match across all documents
- Share completed assignment packets with buyers using secure delivery methods
- Archive deals in designated folders once fully executed
- Track deliverables using internal spreadsheets and deal logs

You'll be working entirely online, inside a repeatable framework with digital tools and guidance from your training system.

### Why This Role Exists

In real estate wholesaling, delays and errors in paperwork can kill deals. Investors need coordinators who can ensure contracts are handled properly from the moment they're signed to the moment they're assigned. This role is the glue that holds the backend of the deal together. You'll ensure everything moves on time—and nothing is missing when the buyer is ready to sign.

### No Experience? No Problem. Training Covers It All.

You'll gain access to a comprehensive system that includes:

### 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

- Contract interpretation basics
- Common wholesaling pitfalls to avoid
- Assignment preparation using plug-and-play documents
- Folder structure systems that keep deals organized
- Message templates for quick communication with internal team members
- Timeline trackers that help manage multiple deals at once

**Base Salary**  
\$ 2000 - \$ 10000

**Date posted**  
April 29, 2026

**Valid through**  
01.01.2029

By the end of your first week, you'll be fully equipped to process real deals with confidence.

### What You'll Need to Get Started

- A computer or laptop with stable internet access
- Familiarity with Google Docs, Sheets, and basic digital storage tools
- A willingness to follow checklists and structured workflows
- Comfort reading and editing contract documents
- Independent work ethic and pride in clean execution

### Compensation Structure

You are paid per transaction you complete—not by the hour. Coordinators in this role typically earn between **\$2,000 and \$10,000 per deal**, depending on the deal size, your turnaround time, and assignment value. There's no upper limit on how many deals you can process, and no minimum requirements either.

Some begin slowly to learn the process. Others build a consistent flow of income by managing several contracts per month.

### This Role Fits You If You...

- Want to be in real estate but avoid sales and phone work
- Have strong attention to detail and love following systems
- Are seeking remote work with flexible hours and tangible output
- Prefer solo project execution over collaborative meetings
- Want to develop a real-world skill in a high-growth industry
- Appreciate seeing a transaction go from start to finish—because you made it happen

### Your Daily Workflow Might Include:

- Reviewing two to three new contracts
- Fixing one that's missing a signature
- Delivering a complete packet to a buyer
- Archiving a file after confirmation
- Updating your tracker and moving on to the next

Every hour you spend goes directly toward closing real transactions.

### What You'll Walk Away With

- A complete understanding of wholesale real estate paperwork
- Mastery of digital tools used in real estate coordination
- A replicable, high-value skill for ongoing freelance or contract work
- Templates and systems you can apply to other industries or investors
- Income tied to your ability to deliver—not how long you're logged in

### Position Type

Remote | Contract-Based | Flexible Schedule | Skill-Based Pay

To begin onboarding and get immediate access to the real estate assignment workflow, see the description for next steps.



**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](#)