

Virtual Assistant Remote Executive Assistant

Complete Office Management That Has No Boundaries

Virtual or remote assistance is a fairly new trend that is gaining in popularity in the US. Virtual Assistants (VAs) and Remote Executive Assistants (REAs) provide administrative support while working in a long-term and collaborative relationship with their clients. By utilizing the telephone, fax and email, VAs and REAs support their clients without being physically in their client's location.

Now, small businesses can actually take advantage of this new trend, and delegate out those tasks that they just don't have time to do. Our staff is here to be an extension of your business. Utilizing a VA or REA can actually reduce business costs and improve your bottom line. Our Administrative Staff is proactive, dependable, detail oriented, flexible and able to handle multiple priorities simultaneously and effectively and possess solid organizational capabilities. They are well-spoken, and can think on their feet.

You may be thinking – “So why wouldn't a business just hire a temp?” If it is a home-based business, or a one-person shop, it is not likely that a temporary agency will send someone out to work with them. But most important, the temp would still need to have the space, furniture and equipment in order to work. These are just the expenses many small business owners would rather not have.

So, what ARE some of the administrative tasks that an assistant can perform without being in the same physical location? Because we support both local and international clients, we have developed a real business partnership with our clients. We are only a phone call away. Here is a sample of some of the things we have been known to do:

- **Handle US Mail, handling most and forwarding to the client just those which need his/her attention**
- **Handle incoming calls, transfer seamlessly to wherever client is**
- **Screen calls, take accurate messages and reroute calls when appropriate**
- **Receive faxes/refax or reroute**
- **Make hotel reservations**
- **Handle registrations for seminars given by client**
- **Newsletter proofreading (internet)**
- **List Management**
- **Buy gifts for customers of clients**
- **Bill paying**
- **Manage vendor relations**
- **Monthly Financial Reports**
- **Payroll (Discount for Small Businesses)**
- **Make appointments, maintain client's schedule/calendar management**
- **Create Templates**
- **Make outgoing calls to client's customers giving updates or making inquiries**
- **Sign and Mail Sympathy Cards**
- **Sign and Mail Holiday Greeting Cards**
- **Plan events**
- **Make travel arrangements**
- **Proof read**
- **Copy editing**
- **Mailings (including mail merges)**
- **Reminder Services**
- **Transcription services**
- **Bookkeeping – business and personal**
- **Payables/Receivables**
- **Invoicing**
- **Tax Preparation**

- **Create spreadsheets**
- **Research of all types**
- **Process expense reports**
- **E-mail Price Lists from client's email account**

- **Create high quality reports, presentation and other documents**
- **Order office supplies**
- **Make Color Brochures**
- **Drop off and Pick Up Point for client's customers**

This is just a sample of what can be done without being in the same physical location. The benefit of using a VA or REA is that a small business does not have to provide any additional office space for an employee, or purchase additional equipment or software. Sometimes, a sole proprietor just doesn't want to deal with the management of an employee, or deal with the associated payroll, payroll taxes, insurances or benefits. You don't have to advertise, interview or train a new employee. By using a VA or REA, there is not need to pay someone else to administer any of the employee-related issues, either. All you have to pay for is the time used for your own project.

Who generally uses a Remote Executive Assistant?

Almost every type of business industry can benefit from working with us. Although this is a new concept in the US, many European businesses have been working with REAs for years. Industries that have been using our services for years are:

- **Contractors**
- **Real Estate Agents**
- **Chiropractors**
- **Marketing Consultants**
- **Executive Coaches**
- **Web-based business**

- **Recruiters**
- **Attorneys**
- **New Small Businesses**
- **CPAs**
- **Field Reps**
- **IT Professionals**

Small businesses struggle to keep up with big businesses, and need to provide the image that they are business savvy. By utilizing a VA or REA, a small business professional can continue to work wherever, whenever and however they choose!!