



WHAT IS A VIRTUAL ASSISTANT?

If you are an SME why not consider a Virtual Assistant to provide your business with administration support freeing up your time to run your business.

If you have not heard of or had experience of a Virtual Assistant they are often experienced Administration Managers, experienced PAs or Executive Assistants who are self-employed to provide administration support remotely often from their own home or sometimes from an office. In essence providing an “outsourced” administration service.

It might be that your business is now growing and you are spending too much time on mundane administration tasks when you should be using your expertise to promote and manage your business.

Doing low level administration tasks does not add value to your business. Would it not be more cost effective to delegate these tasks to experienced administrators who can probably complete the task in half the time due to their training and years of experience for a reasonable cost?

Would your own Virtual Assistant not provide you with a more professional and successful image for your business. Someone to liaise with your clients, respond to them professionally and to have an experienced business owner in their own right to provide support to you and your business.

There may be a lot of reasons why you cannot recruit a full time PA. You might not need someone full time or even part time but you require someone for occasional or ad hoc administrative support. If this is the case then a Virtual Assistant could be the answer you are looking for.

You may want to use a local Virtual Assistant so that you can meet on occasions to build up a “face to face” relationship. If there are any physical papers or information that needs to be transferred between the two of you this can then be done easily. A local Virtual Assistant could also provide an occasional on-site presence at your office if this is a requirement.

However, there is actually no need for your Virtual Assistant to live in the same area as work can be transferred completely remotely through email; telephone and web based tools. On-line planners and calendars can be used to communicate and converse easily and in “real time”.

You will only pay for the hours that your Virtual Assistant works for you. You will have no employer or management responsibilities for your Virtual Assistant but all the benefits of your own business support as and when you need it.

The following are just a few examples of services that your Virtual Assistants can provide:

- Telephone answering service
- Audio Transcription service
- E-mail response service
- Diary management and appointment making
- Creating business correspondence
- Marketing campaigns
- Creating and formatting presentations
- Producing Quotes and Orders
- Invoicing and Credit Control

Using a Virtual Assistant could be the solution to give you more time to grow your business and allow you to concentrate on what is important.

You could have another team member assisting you and working to help your business but without the cost or responsibility of being on the payroll!

When recruiting a Virtual Assistant please also read “What to consider when recruiting and working with a Virtual Assistant?” in our Knowledge Library located in our website – www.jradminassist.co.uk

KNOWLEDGE IS CONFIDENCE

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