



FUNCTIONS OF A VIRTUAL ASSISTANT

The function of a Virtual Assistant goes far beyond mere secretarial or typing services. Virtual-Executive.com provides support of a much broader scope, on a significantly higher level – we are *partners* (in the relationship sense, not the legal sense) dedicated solely to the success of your business.

Individuals who enter this field are consummate professionals who possess exactly the right combination of hi-tech and "soft" skills through which they have already achieved significant success.

The decision to work together MUST be a mutual one. By its very nature, the profession of Virtual Assistance shatters the boss/employee paradigm. Rather, it's a contracted relationship between two people with varied skills and knowledge coming together for one common goal...your success.

You'll discover that your Assistant's talents are such that, once s/he gets to know you, S/he'll be able to speak for you, if you desire, and write in your voice. In fact, your Assistant's extensive business experience and talent will simply become an extension of your effectiveness.

The more the Assistant learns about your business and your needs, the less time it will take to complete your work. Your Assistant's services, no matter how often you use them, will become more and more valuable.

THE FUNCTIONS OF A VIRTUAL ASSISTANT

You'll discover that your Assistant's worth to you is only limited by your need and imagination. To get you thinking about it, however, here are some skills your Virtual Executive/Assistant possesses:

- superior internet and computer skills.
- MS Office proficiency
- handling e-mail and US mail
- billing/invoicing
- bookkeeping (business and personal)
- managing vendor relations
- creating/maintaining databases
- completing research of all sorts
- writing, proofreading, copy editing
- desktop publishing
- creating PowerPoint presentations
- writing and publishing your Newsletter, (in print and on the internet)
- designing client brochures
- maintaining appointment scheduling
- handling phone inquiries
- sending and receiving faxes
- planning meetings and events
- personal concierge service
- handling reservations for seminars
- providing a reminder service