



TOP 10 REASONS TO USE A VIRTUAL EXECUTIVE/ASSISTANT

Virtual Professionals are more than just remote secretaries; they are interim managers, former consultants, administrative assistants, planners, and sole practitioners. And they are dedicated to your success!

1. Focus on the business of making money.

Having a Virtual Professional allows you the freedom to concentrate solely on your business, not the mundane tasks that are inherent in doing business. Our associates allow our clients to focus on increasing their profitability and improving their bottom line.

2. Saves you money.

Why invest in payroll, benefits, insurance, etc. when you could be delegating those funds to building your business. Using our services over a standard temporary agency saves you approximately 30% in overall cost! .

3. Freedom to pursue pleasurable activities.

Having a virtual professional work with you frees you up to pursue the activities that help keep your creative juices flowing. When you are bogged down wondering if the bills are paid, you are not thinking about new and exciting ways in which your business could be growing.

4. One-stop shopping.

Our virtual professionals can perform duties that range from word processing, maintaining billing, creating marketing tools, developing and maintaining itineraries, creating and maintaining databases, and handling mass mailings. There is no business duty that our virtual professionals can not perform, or would not be willing to learn.

5. Tailored to fit your needs.

Whether you need one letter typed or need monthly billing to clients, let us handle that!! Our professionals can handle all of your administrative duties. Through our collective experience, we have managed every conceivable situation, thus we're ready to address your individual needs. Fees range from payment for one-time tasks to purchasing of pre-paid hours (retainer) of 40, 60 or 80 hours per month. Whatever your needs, Virtual-Executive.com promises to sit with you to create a pliable working partnership.

6. Freedom to work from any location.

Whether you are in your office, your home or on vacation in Tahiti, a virtual professional is always accessible to you. Contact is maintained through telephone, fax and e-mail.

7. Delegate time-consuming administrative responsibilities.

Let a virtual professional handle your administrative responsibilities. Virtual-Executive.com's support staff and their knowledge of current technologies enables clients to maintain flexibility in the marketplace, while increasing their efficiency and profitability

8. Highly trained personnel.

Virtual-Executive.com members are professionals trained and nurtured in the corporate, small business and entrepreneurial world, and have tailored their skills to meet the needs of the modern day business professional. Due to the diversity and varying needs of our clients, we push our associates to sharpen and expand their level of expertise to ensure that we are always on the cutting edge!.

9. Individual service provided.

For the entrepreneur, freelancer or small business, it is important that your particular needs are seen as unique. A virtual assistant can oversee your business and/or personal life. S/he can maintain your mailing lists, write and respond to your correspondence, keep track of memberships that need to be renewed, remind you of important dates, arrange travel or send flowers. In essence, they become your secret partner, ensuring these task are handled efficiently, with a personal touch.

10. Let their strengths be your strength.

Why waste time on tasks that are not your primary objective? Being a successful business owner entails hiring the right people for the right job. By hiring a virtual professional, you are partnering with a expert that has the knowledge of the inner workings of the administrative and corporate fields.