# HOME

# Bizfocus VA Services - Virtual assistants for entrepreneurs, professionals, and small teams.

Are you great at seeing the big picture but struggle to find enough time in your day to focus on what you really love or need to do? You need a partner to ensure that nothing falls through the cracks. With Bizfocus, you get dedicated business support without the overhead or responsibilities that come with hiring a full/part time staff.

We take carer of the “small stuff” like scheduling meetings, paying bills, managing your social media. As a client, you get your very own Virtual Assistant (VA) — a smart, highly trained office administrator who works remotely as your right hand and left brain. You delegate a task and your VA is on it.

# ABOUT

Bizfocus VA Services provides virtual administrative support services. We do administrative support, virtually for Entrepreneurs, Professionals and Small businesses. We offer smart support of your admin tasks so you can start focusing on the truly important stuff.

Why A VA?

As a small business owner, you have a lot to keep track of, from the smallest details, like spell checking emails and web content, to the biggest—your company’s vision. With so much to check off your to-do list each day, it can be very easy to spend hours at a time on small—though important—tasks, foregoing the essential work of putting your concepts into action and solidifying your vision. Partnering with a virtual assistant with specialized skills and experience will ensure that everything on your list gets done quickly and professionally, allowing you to focus on the bigger picture and move your business forward more quickly.

# **Business Values** Our business is entrenched in the following values – Integrity – Excellent Service – Positivity – Consistency – Confidentiality

### Vision

To be the leader in virtual assistant space Nigeria, providing reliable and high quality services to businesses and emerging entrepreneurs.

### Mission Statement

Provide top-notch administrative service to business owners or individuals while ensuring that all vital information are kept secret.

# SERVICES

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1. Social Media

An active social media presence is absolutely essential to the growth, sustainability, and success of your business. Your online presence serves as the virtual face of your company, and is the first impression you will make with *any* prospect or customer who finds your services through online searches.

At Bizfocus, social media marketing and management is one of our specialties, and an area in which we partner with almost every one of our clients. Don’t hesitate to ask about something that’s not listed.

* Setting up social networking profiles and pages
* Customizing profiles and pages:
* Social media auditing
* Social media strategy build on tracking and analyzing data to find and maintain target audience
* Social media publishing calendar creation
* Social media post copywriting
* Visual/Graphic creation
* Social Media scheduling based on insights
* Social media management
* Social media ad creation including
* Social media insight monitoring
* Social media monthly progress reports
* Social media community building activities
* Social media opt-ins

1. Email Marketing

Email marketing includes every email sent to a customer or potential client. Email marketing and contact management are important areas of your business to entrust an expert with, because emails are one of the ways your business stays at the forefront of clients’ minds and inform customers about announcements, products, and services. Email is also one of the primary channels through which relationships of trust and professionalism are developed.

At Bizfocus, we are savvy with many different email marketing systems including, but not limited to: Infusionsoft, MailChimp, Constant Contact, GetResponse, Aweber, and MadMimi. We create ezines, newsletters and multi-step email campaigns.

Our email marketing services include

* Email marketing account setup
* Importing and maintaining contacts
* Shopping cart, order and sales form management
* Product creation and management
* Creating and managing emails and broadcasts
* Running reports
* Integrating 3rd party add-ons
* Website integration
* Template design
* Content creation for campaigns and autoresponders

1. Administrative

Running a business is hard work, especially if you’re going it alone. There are countless tasks, big and small, to fill every available hour in the day. You’d probably like to spend your days focusing on new business, bigger projects, and the aspects of your work that inspired you to go into business for yourself. Unfortunately, the urgency of your endless little to-do list tasks and your overflowing inbox seem eat up all your time and energy.

If you dream of focusing on the areas of your business you actually enjoy, or notice that parts of your business are falling through the cracks, it’s time to call in a virtual assistant to handle your administrative tasks. Bizfocus offers a wide array of administrative services to help your business get stuff done. When you partner with us, you place your daily tasks in the hands of an experienced administrator who truly cares about the success of your business. Plus, partnering with a virtual assistant saves you tons of time, energy, and money in the long run, and provides a solid foundation on which to build your business.

Once those annoying little tasks are out of the way, you can focus on the parts of your business that nobody else can do. You have the expertise necessary to handle the challenging, rewarding side of running your business. With fewer interruptions during your day, you’ll get more accomplished, feel more productive, and have less stress.

Below is a list of some of the administrative tasks we undertake for our clients. If you don’t see a service you’re looking for, contact us. Administrative work is a never-ending chore with a vast array of components. Let us handle some of the following for you:

* Procedure document creation
* Operations manual creation
* Scheduling your meetings and appointments directly to your online calendar
* Clearing out, flagging and organizing your email inbox
* Designing and formatting slides for your next speaking event
* Transcribing your conference notes, audio and video files
* Proofreading and editing
* Creating templates, checklists, and spreadsheets
* Creating PowerPoint presentations
* Creating monthly reports (invoicing, marketing, activities, tracking)
* Converting documents to PDF/WORD
* Data entry
* Direct mailings
* Calendar management
* Voicemail greeting creation and implementation
* Payment and refund processing
* Processing, shipping and tracking orders and inventory
* Event planning
* Travel coordination
* Survey Monkey form creation and implementation
* Microsoft office suite
* Online Research
* Courier / delivery services

1. CLIENT SERVICES

Effective client service is key to maintaining your business, so developing and maintaining strong, healthy relationships with them is key to long-term success. Not every business owner has adequate time in the day to respond to clients as completely and fully as they would like. Business owners need to ensure that they are giving clients a professional, trustworthy face to go with their name, they also need to make sure all of their new, established, and potential clients’ needs, questions, and correspondence are attended to in a timely fashion. If clients feel neglected or ignored, even if you have every intention of getting back to them when you can, they may go elsewhere.

Partnering with a virtual assistant who can manage your client relationships on a day-to-day basis will show customers that they are important to you, and that you will make sure someone is always available to address their needs and wants. With the help of a virtual assistant who is able to respond promptly, spend ample time speaking over phone and email, and help you get to know your clients better, you can give every client the VIP treatment so that each one feels like they are your most important client. High powered CEOs and anyone in the upper levels of corporate business is bound to have a personal assistant who handles much of their email and scheduling, so why shouldn’t you? You’re just as busy when running a small business as a “solopreneur”.

Below is a list of services we offer and programs we use to help businesses manage client relationships:

* Online client support (email, chat, social media)
* Offline client support (inbound/outbound sales, prospect calls, follow up calls, customer service, technical support calls)

1. GRAPHIC DESIGN

Do you need fabulous graphics for your blog posts or social media channels? Bizfocus offers graphic design services focused on boosting your business’ online image across multiple platforms.

From your business website and marketing materials, to social media networking sites and calendars, having great graphics makes a huge impact.

We offer everything including: logo design, packaging design, print design (packaging, branding collateral, welcome kits, flyers, brochures, rack cards, stickers, labels, tags, pricing/sell sheets, business cards), website design, and digital design (online magazines, reports, social media covers and visuals, media kits, and online magazines).