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[Virtual and Admin Assistant](#) | October 30, 2025

133 Tasks You Can Outsource To A Virtual Assistant

Written by [Isaac Kassab](#)





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Resources >

Case
Studies

Pricing

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get too excited and start writing a novel-length instruction manual for your virtual assistant, let's address a common concern: the confusion surrounding the most effective tasks for a virtual assistant.

Well, there is a whole truckload of tasks that you can assign to today's virtual assistants. Need someone to book your travel arrangements? Done. Craving a personal chef to plan your meals? Check. Longing for someone to handle your email inbox with the utmost care and finesse? Consider it done. These are just a few examples of the countless tasks that virtual assistants can handle.

Sounds promising? Read through our guide where we compiled not 10, not 50, but 133 tasks that you can [confidently outsource to your trusty virtual assistant](#). By the end of it, you'll be relieved as you hand off all those tasks that once weighed you down.

133 Tasks For Virtual Assistants: Boosting Productivity & Simplifying Your Life

Here are 133 tasks that you should outsource to your virtual assistant, categorized across various areas where you often spend a lot of time and need an extra hand.

Administrative Tasks



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Office Management

Phone Support

Senior Management
Assistance

Clerical Work

Conforming to the
Company's Expectations

Running Errands

Scheduling Meetings
and Appointments[Image Source](#)

1. Scheduling Appointments & Managing Calendars

Your hired virtual assistant will handle the **scheduling and organizing of appointments**, meetings, and events, using tools like Calendly, Calender, and Appointy.

2. Email Management

When you onboard a virtual assistant, they'll **sort and respond to emails**, flag important messages, and filter out spam or low-priority emails.

3. Document Preparation & Editing

They can assist you with **drafting and editing documents** like letters, presentations, and spreadsheets.

4. Transcription & Note-Taking

Virtual assistants can **transcribe audio or video recordings** using tools like Reduct, Sonix, and Trint and help in taking meeting or lecture notes.

5. Online File Storage & Organization



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Creating and maintaining spreadsheets using Microsoft Excel, Google Sheets, and Smartsheet for tracking data or information also comes under the umbrella of a virtual assistant.

7. Scheduling Meetings & Minute-Taking

If you are looking to call a meeting with your team, VAs can send invitations and coordinate logistics. They are also responsible for taking meeting minutes.

8. Phone Call Management

Another task that you can outsource to your general virtual assistant is taking messages and routing calls to the appropriate person or department.

9. Presentation Preparation

Using tools like Powerpoint, Google Slides, and Slideshare, VAs can provide administrative support in creating and formatting presentations, including slide design, content organization, and visual enhancements.

10. Online Course & Training Program Administration

If you are looking to upskill your team, your VA can help manage online courses or training programs.

11. Project Coordination & Tracking

With the help of ClickUp, Monday.com, and Wrike, your virtual assistant can lift the weight of project management and create project timelines, track milestones and deadlines, and coordinate tasks among team members.

12. Virtual Meeting Facilitation



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Resources >

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The screenshot shows the Pearl Talent website's "Executive Assistant" role page. At the top, there's a navigation bar with links for Industries, Roles, Resources, Pricing, and FAQs. To the right of the navigation is a button for "For Candidates" and another for "Browse available hires". The main content area features a large image of a woman with long brown hair sitting at a desk, looking out a window. The text on the left side reads: "Hire an efficient Executive Assistant and scale your business with the top 1% of offshore talents." Below this, a smaller text block says: "Access our network of skilled candidates to hire an executive assistant. Our efficient hiring process and personalized solutions allow you to concentrate on growth. Let us connect you with the ideal candidate to take your business to the next level." A blue button labeled "Find your next hire" is located below this text. On the right side, there's a testimonial box for Joanne Papir, Partner at Darnel Fabrics. The testimonial text is: "Pearl Talent takes care of all the work you would normally invest in screening and hiring an assistant. They make the process easy, and provide support step by step along the way." The overall design is clean and professional.

Pearl is your solution for highly skilled virtual executive assistants who excel at a wide range of specialized and basic administrative tasks. With a **90% client retention rate** and a track record of **serving over 100 CEOs**, we know what it takes to support high-level executives, and we do it well. We don't just wait for instructions; **our virtual executive assistants take the initiative and proactively identify areas** where they can support you better.

https://twitter.com/monty_ngan/status/1661039441778192391



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Tip #3: Test for proactiveness, ability to work with ambiguity, and attention to detail.

Topgrading [lever.co/blog/topgradin...](https://lever.co/blog/topgrading) works well for interviews because it forces candidates to explain WHY they made each decision. This acts as a good proxy for their future decision-making.



Our virtual executive assistants are adept at **customizing their support to match your specific requirements**, ensuring you receive the assistance that complements your work style. They are **skilled communicators** who understand the importance of prompt and clear interaction. Whether it's relaying messages, scheduling meetings, or coordinating with your internal team, you can rely on our assistants to **keep everyone on the same page**.



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Resources >

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[Image Source](#)

13. Content Creation & Scheduling

Creating engaging social media content and scheduling posts on various platforms, like Facebook, Twitter, and Instagram, are also part of a VA's responsibility.

14. Community Engagement

Hire a virtual assistant who can **interact with your followers and build relationships** with the audience.

15. Social Media Analytics

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16. Social Media Advertising

Creating and managing social media ad campaigns is an important part of a virtual assistant's job description where they have to target specific audiences and monitor results.

17. Influencer Outreach

To increase your reach, your virtual assistant will **research and contact influencers** for collaborations and sponsorships.

18. Social Media Listening

An apt VA should **monitor social media platforms** for mentions of the brand or relevant industry topics. For this, they use tools like Sprout Social, Falcon.io, and Hootsuite.

19. Social Media Profile Optimization

Keeping your social media accounts current is crucial and your virtual assistant can do that by updating information, adding relevant keywords, and improving visual elements.

20. Competitor Analysis

Hire a virtual assistant who can help you stay ahead of the competition. They should **research and analyze competitors' social media strategies** to identify opportunities and areas for improvement.

21. Hashtag Research

With the help of tools like Keyhole, Hashtagify, and Agorapulse, virtual assistants can conduct hashtag research to **identify popular and relevant hashtags** to use in



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Resources >

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When you outsource social media management to a VA, they will prepare reports on social media performance, including **key metrics and recommendations for improvement**.

Bookkeeping Tasks



[Image Source](#)

23. Managing Invoices & Payments

One of the most important virtual assistant tasks is to create and send invoices. They **track payments and reconcile accounts** using tools like Airbase, SliQ, and SAP Concur.

24. Expense Tracking

Recording and categorizing expenses for accurate financial records is also part of virtual assistant services.

25. Accounts Receivable & Payable



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Resources >

Case
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Comparing financial statements with bank and credit card statements to ensure accuracy is another task that can be outsourced to a virtual assistant.

27. Financial Reporting

A competent virtual assistant can help you prepare profit and loss statements, balance sheets, and cash flow statements.

28. Budgeting & Forecasting Support

Using tools like Anaplan, Vena, and IBM Planning analytics, you can create and monitor budgets and forecast financial performance.

29. Tax Preparation Support

You can ask your virtual assistant to support your accounts team and gather and organize necessary financial documents for tax preparation.

30. Vendor Management

Vendor management skills are a must for any virtual assistant. They negotiate contracts, process payments, and resolve billing issues with your vendors.

31. Financial Data Entry

You can outsource financial data entry into accounting software like QuickBooks, GnuCash, and Sage X3 to your virtual assistant.

32. Expense Reimbursement Processing

Ask your VA to handle employee expense reimbursement requests, verify receipts, and process payments.



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Hire Talent >

Resources >

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Designing and executing **email marketing campaigns** can be assigned to a virtual assistant. They use tools like Mailchimp, Sendinblue, and ActiveCampaign for this purpose.

34. Lead Generation

[Lead generation](#) is another task for your virtual assistant where they can deploy various strategies like online research, data mining, or contact list management.

35. Advertising Campaign Management

Outsource online advertising campaigns, like Google Ads or social media ads, to your virtual assistant.

36. Analytics & Reporting

VAs can track and analyze digital marketing metrics for better insights into campaign performance and effectiveness.

37. Marketing Automation

They can set up and manage marketing automation tools like email autoresponders or CRM software.

Event Management Tasks



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[Image Source](#)

38. Venue Research & Booking

When booking a venue for an event, **researching suitable venues** can be time-consuming. Outsource this task to your virtual assistant.

39. Vendor Coordination

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Virtual assistants **create and monitor event budgets and track expenses** to ensure cost-effectiveness.

41. Guest List Management

A VA can handle **invitations, RSVPs, and attendee management** for you to maintain an updated guest list.

42. Event Promotion

Make sure that your virtual assistant **promotes these events through various channels**, including social media, print, and electronic media, to guarantee success.

43. Program & Itinerary Creation

A VA creates **detailed event programs or itineraries**, outlining the schedule, speakers, and activities.

44. On-Site Coordination

Managing **registration, assisting attendees, and coordinating with vendors** - all these tasks are managed by a virtual assistant.

45. Audiovisual & Technology Support

During the event, your virtual assistant **keeps tabs on audiovisual equipment, including projectors, microphones, and speakers, and troubleshoots technical issues** if required.

46. Post-Event Evaluation

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They can document events through photography, videography, or live streaming.

Customer Service Tasks

48. Responding To Customer Inquiries

Your virtual assistant can handle different communications channels, like live chats, emails, and social media platforms, to cater to customer inquiries and provide timely and helpful responses.

49. Order Processing

Order entry, payment processing, and order tracking are also part of a VA's duty.

50. Returns & Exchanges

Outsource return and exchange handling to your virtual assistant and ensure a smooth and satisfactory customer experience.

51. Complaint Resolution

Your VA will be responsible for addressing and resolving customer complaints to work towards a mutually beneficial solution.

52. Product Or Service Troubleshooting

Virtual assistants provide technical support or troubleshooting assistance to customers experiencing issues with your products or services.

53. Customer Feedback Collection

To improve products, services, or overall customer experience, hand over the customer feedback and testimonial collection task to your VA. They'll use tools



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Resources >

Case
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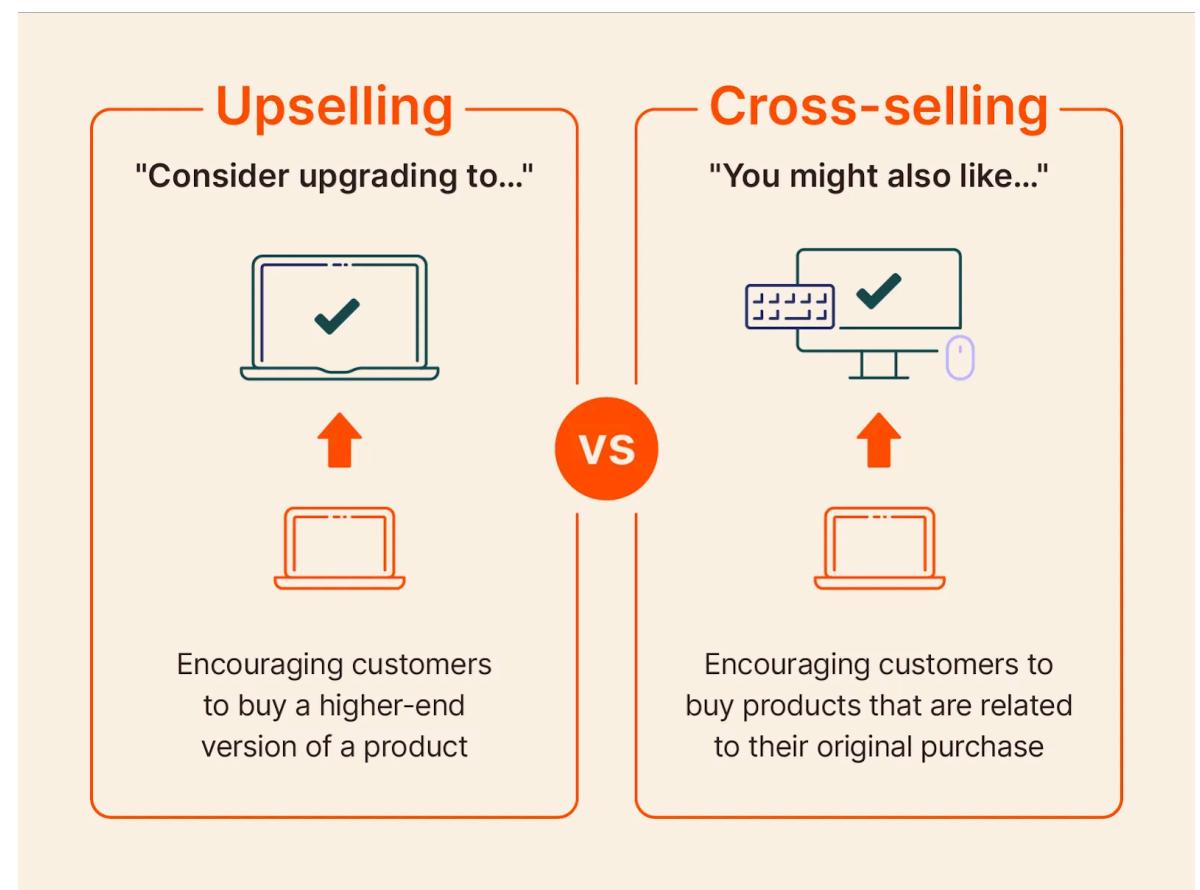
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virtual assistants regularly create and update a knowledge base or FAQ section.

55. Order Fulfillment Coordination

The recurring task of coordinating with fulfillment centers or shipping providers can also be assigned to a VA.

56. Upselling & Cross-Selling



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57. Customer Loyalty Programs

Hire a virtual assistant who can help you manage customer loyalty programs and provide personalized offers or incentives.

Travel Management Tasks

58. Flight & Hotel Bookings

Researching and booking flights, hotels, and accommodations is a time-consuming task. Outsource it to your VA.

59. Itinerary Planning

They create detailed travel itineraries for the whole trip, including transportation, accommodation, activities, and dining recommendations.

60. Ground Transportation Arrangements

Ask your virtual assistant to arrange for ground transportation at the destination.

61. Visa & Travel Document Assistance

If you're traveling abroad, ask your VA to help you with visa applications and other travel-related documents.

62. Travel Expense Tracking

Using tools like Happay, TravelPerk, and Navan, virtual assistants can track and organize travel expenses for accurate reimbursement or accounting.

63. Travel Insurance Coordination



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Hire Talent >

Resources >

Case
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Your VA will be handling the travel logistics, like checking in for flights, printing boarding passes, or arranging seat assignments.

65. Travel Research

Get help from your VA to research destinations, attractions, and local customs.

66. Travel Budgeting

You need a virtual assistant who can create and manage travel budgets to ensure a cost-effective trip.

67. Travel Emergency Assistance

Be prepared for flight cancellations, lost luggage, or medical emergencies. Get help from your VA in such scenarios.

Recruitment Tasks

68. Job Posting & Advertisement

Creating and posting job ads on various platforms, including LinkedIn, Glassdoor, and Indeed, is one of those specialized tasks that can be outsourced to a VA.

69. Resume Screening

You can ask your VA to review resumes and applications and shortlist qualified candidates based on predefined criteria. For this task, they'll use tools like CVViZ, Freshteam, and Recruiterbox.

70. Interview Scheduling

133 Tasks For Virtual Assistants: Boosting Productivity & Simplifying Your Life

Administrative Tasks

Social Media Management Tasks

Bookkeeping Tasks

Marketing Tasks

Event Management Tasks

Customer Service Tasks

Travel Management Tasks

Recruitment Tasks

Content Creation Tasks

Data Entry Tasks

SEO Tasks

eCommerce Management Tasks



Industries >

Hire Talent >

Resources >

Case
Studies

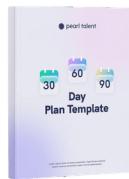
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CONCLUSION



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Set up your new hire for success in their first 3 months

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Browse available hires & get free candidate profiles

Find your next hire

VAs are also responsible for corresponding with candidates and providing them with post-interview updates.

72. Reference Checks

Get help from your VA for contacting provided references and validating candidates' qualifications.

73. Applicant Tracking System (ATS) Management

VAs manage and update the ATS to ensure accurate and up-to-date candidate information.

74. Onboarding Coordination

Outsource the candidate onboarding process to your virtual assistant, including paperwork, orientation, and training schedules.

75. Background Checks

A VA performs background checks to verify candidates' employment history, education, and criminal records.

76. Recruitment Metrics & Reporting

Tracking and analyzing recruitment metrics can be complicated. Ask your VA to share reports on candidate pipelines, time-to-fill, and other relevant data.

77. Employer Branding Support

A competent VA will assist in creating and promoting a positive employer image and culture.



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Resources >

Case
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Hire a virtual assistant who can **research and write engaging blog posts** on various topics.

79. Copywriting

They should be skilled enough to **create persuasive and compelling copy for marketing materials**, like website content, advertisements, or product descriptions.

80. Editing & Proofreading

Virtual assistants should **edit and proofread written content** for accuracy and clarity.

81. Content Calendar Management

Outsource planning and scheduling content to your VA. They'll use software like StoryChief, Airtable, and SocialPilot for this task.

82. Graphic Design

You can get help from your VA for **creating infographics and social media graphics**.

83. Video Editing

With the help of tools like HitFilm Express, Lightworks, iMovie, and [Adobe Express video editor](#), they can assist in basic video editing and polishing for marketing campaigns and tutorials.

84. Podcast Editing



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Your VA should know how to design, write, and distribute newsletters to subscribers, keeping them informed about company updates and promotions.

86. Content Optimization

Content Optimization Techniques



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Virtual assistants can curate and compile content from various sources to create valuable resources for the target audience.

88. Content Performance Tracking

For content strategy refinement, views, engagement, and conversions analysis can be outsourced to a virtual assistant.

Data Entry Tasks

89. Data Entry & Database Management

When you onboard a VA, make sure that they can accurately enter data into spreadsheets, databases, or CRM systems.

90. Data Cleansing & Validation

Assign them the task of regularly reviewing and cleaning up existing data for accuracy and consistency.

91. Data Migration

Virtual assistants assist data engineers in migrating data from one system or format to another.

92. Data Analysis & Reporting

You can ask your VA to analyze and summarize data and create reports to highlight key findings.

93. Data Transcription



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Resources >

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Your VA will organize and categorize data, **making it easily searchable and accessible for you.**

95. Data Backup & Recovery

A highly skilled VA will **assist your data management team in implementing data backup strategies** and help them in data recovery in case of system failures or data loss. They will be apt in using tools like Backup and Restore, Veeam Backup & Replication, and Acronis.

96. Data Privacy & Security

A database management VA will **ensure compliance with data privacy regulations** and implement security measures to protect sensitive data.

97. Data Archiving & Retention

Outsource data archiving and retention policies to your VA.

SEO Tasks



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98. Keyword Research

Hire a VA who can conduct keyword research to identify **relevant and high-ranking keywords** for website optimization. They will use tools like Semrush, Ahrefs, and Moz for this task.

99. On-Page Optimization

Basic tasks like meta tags, headers, and URL optimization can be outsourced to a VA.

100. Link Building

Researching and identifying opportunities for building high-quality backlinks are also the virtual assistant's responsibilities.

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particularly helpful in this task.

102. Local SEO Optimization

Virtual assistants optimize business listings and directories to improve local search visibility.

103. SEO Audit

An expert SEO virtual assistant will use tools like SEO Powersuite, Screaming Frog, and Ahrefs to **conduct website audits and identify technical SEO issues**.

104. SEO Performance Tracking

Tracking and monitoring are 2 things that can make or break your SEO strategy. Hire a virtual assistant who is an expert in both and can provide insights for optimization.

105. SEO Content Optimization

A VA optimizes product descriptions and landing pages to improve search visibility.

106. SEO Reporting

You can ask your VA to prepare regular SEO reports, highlighting key metrics, trends, and recommendations for ongoing optimization efforts.

107. SEO Consultation & Strategy Development

To develop effective SEO strategies, get guidance and recommendations from your VA on SEO best practices.

eCommerce Management Tasks

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listings. They'll use apps like Plytix, Algolia, and Sales Layer for managing catalogs.

109. Inventory Management

Your VA proactively monitors and updates inventory levels, **coordinating with suppliers or fulfillment centers to ensure stock availability**.

110. Order Processing & Fulfillment

Virtual assistants process orders and ensure timely delivery to customers.

111. Customer Review Management

A VA's job also includes monitoring and responding to customer reviews and addressing concerns or feedback to maintain a positive online reputation.

112. Pricing & Promotion Management

When setting prices or creating promotions, you can get help from your VA.

113. eCommerce Platform Management

For a smooth and user-friendly shopping experience, consider assigning your VA the task of regularly managing and updating the eCommerce platform.

114. Customer Data Analysis

Using tools like Kissmetrics, Optimizely, and Hotjar, virtual assistants can analyze customer data, like purchase history or browsing behavior, to **identify trends and personalize marketing efforts**.

115. Customer Segmentation & Targeting

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116. eCommerce Analytics & Reporting

Sales, conversion rates, and customer lifetime value are some of the **metrics that provide insights for optimization and growth**. Assign these tasks to your virtual assistant.

Research-Related Tasks

117. Market Research

Conducting market research to gather data on target markets, industry trends, and customer preferences is part of the virtual assistant's job. They use tools like SurveyMonkey, Typeform, and Google Trends for conducting this research.

118. Competitive Analysis

To identify your competitors' strengths and weaknesses, you should be **familiar with their product strategies, pricing, and positioning strategies**. Hire a VA who can provide you with all these details.

119. Industry Analysis

Your VA can **research and analyze industry regulations and emerging technologies** for strategic decision-making.

120. Consumer Research

Another task for your VA is to **conduct surveys or focus groups and gather insights on consumer preferences and buying behavior**.

121. Academic Research Assistance

If you are a researcher, virtual assistants can assist in **gathering and organizing academic literature**, summarizing research papers, and creating annotated

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A virtual research assistant is skilled in conducting patent searches and **analyzing** the intellectual property landscape for potential infringement risks or opportunities.

123. Industry Benchmarking

Your virtual assistants can **compare and benchmark organizations or products against industry standards**, identifying areas for improvement and competitive advantages.

Personal Errands

124. Gift & Occasion Reminders

Virtual assistants can help manage birthdays and anniversaries and **provide reminders and assistance with gift selection**.

125. Personal Shopping Assistance

Your virtual assistant (VA) is the go-to person for all your **online shopping and product research needs**.

126. Home Services Coordination

They can help coordinate home services like repairs and maintenance, **scheduling appointments, and managing service providers**.

127. Personal Finance Tracking

If you are too busy to **track your expenses and manage personal finances**, give your VA a call and they'll take care of it using tools like Mint, YNAB, and Personal Capital.

128. Health & Wellness Tracking



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Resources >

Case
Studies

Pricing

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Meal planning, creating shopping lists, and ordering groceries online – your virtual assistant can do all this and more.

130. Personal Document Management

Need help with organizing insurance policies or legal paperwork? Hire a virtual assistant.

131. Personal Appointment Scheduling

Virtual personal assistants can schedule appointments for haircuts, spa treatments, or medical check-ups.

132. Personal Project Management

If you need help with home renovations or managing personal initiatives, outsource them to your VA.

133. Pet Care Coordination

Scheduling vet visits and arranging pet-sitting services can be time-consuming. Get help from your VA for these tasks.

Conclusion

When you choose to outsource your tasks to a virtual assistant, you're not just getting an extra pair of hands; you're making a strategic investment in your business's success. Your time as a business owner is valuable and it's best spent on tasks that truly require your expertise. So figure out the most relevant tasks for a virtual assistant and delegate them to lighten your workload.

The key here is to find a virtual assistant company that provides reliable and efficient support. Introducing Pearl – a company that believes in building long-