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WHAT CAN A VIRTUAL ASSISTANT DO FOR YOU?



THERE ARE SEVERAL TASKS YOU CAN OUTSOURCE TO A VIRTUAL ASSISTANT

Key takeaways:

- Virtual Assistants (VAs) are remote administrative assistants.
- They do routine tasks or specialized work.
- VAs can take over the tasks you can't or don't want to do on your own.
- They free up your time so you can focus on improving and growing your business.
- You can find virtual assistants through Business Process Outsourcing (BPO) companies.

Running a business takes a lot of time and even if you can handle everything at the beginning, you will need help as your business expands. This juncture is both an exciting and scary time for new business owners. You're excited that your business is growing but at the same time, you may be worried about the costs and responsibilities involved with bringing on new team members.

Outsourcing your needs to a virtual assistant (/services/) offers the perfect balance. You get support for your growing business and help for your long to-do list without the hassles (<https://www.forbes.com/sites/falonfatemi/2016/09/28/the-true-cost-of-a-bad-hire-its-more-than-you-think/?sh=185747b64aa4>) of recruiting, onboarding, and training new employees. You also don't have to provide office space, software, or supplies.

Can a VA help you? Where do you find one? How does the process work? Our guide answers these questions and explains everything you need to know about outsourcing key processes to a virtual assistant.

WHAT IS A VIRTUAL ASSISTANT?

A VA is an administrative assistant who performs their duties remotely. They are remote contractors who work for your company virtually. They can be employees or independent contractors and depending on your needs, they may work part- or full-time and outside of, or during, regular business hours.

WHAT CAN A VA DO?

VAs handle a range of different tasks. They organize and respond to emails. They help with customer service over the phone, email, or chat, and send customers who need more help directly to you. They help with one-off tasks such as event planning, which can include booking a caterer, renting a venue, and sending out invitations.

Virtual assistants can also help with more specialized tasks such as data entry, making PowerPoint presentations, performing market research, doing social media marketing, or working on Search Engine Optimization (SEO) for your website. You can even hire assistants to build your website, design graphics, or translate marketing materials to other languages.

HOW CAN A VA HELP YOU?

You may know exactly what you need from a virtual assistant or just that you need extra support but aren't exactly sure what you need. Start by writing down everything you do in a day to get a sense of where you need assistance.

Divide everything into categories, such as "tasks only you can do," "tasks you don't have time to do," "tasks you hate to do," and "tasks you don't know how to do." You may want to keep a running list for a few weeks to ensure that you accurately capture all your business processes. Use your list to guide you toward the services you need.

Get help for routine tasks because ultimately your time is too valuable to waste on doing something that could easily be handled by a virtual assistant (</resources/hiring-virtual-assistant-philippines/>); give yourself a break from the tasks you hate and invest in a specialist to help with the tasks you don't understand.

Outsourcing the tasks that fall into these three categories gives you more time to focus on those that require your expertise.

WHERE DO YOU FIND A VA?

You can search for a virtual assistant on your own by simply posting a job ad on an online job board and sifting through applications until you find the right fit but a Business Process Outsourcing (BPO) company (/) can make this process easier. These companies employ a variety of professionals and they help you find the right person for your needs.

HOW DO YOU CHOOSE A VIRTUAL ASSISTANT?

You may want to test the virtual assistant's skills before deciding to work with them. You may want them to write sample emails, provide answers to mock customer questions, or give you other proof of their abilities. You may also want to interview the virtual assistant over the phone or webcam to ensure they will be a good fit for your organization.

This screening process isn't just for individuals – some companies will even let you interview a few assistants before you sign up for their services so that you have a deeper understanding of their potential.

ARE THERE BENEFITS TO HIRING A VA?

Hiring a virtual assistant frees up your time so that you can devote your skills to the areas where they are needed the most. The countless other benefits including the following:

- Saving time on routine and repetitive tasks
- Freeing up time to focus on growing your business
- Not having to provide office space to an assistant
- Saving money on equipment, software, and office supplies
- Reducing business costs related to recruiting, hiring, onboarding, and training
- Being able to scale up or down as you need more or fewer services
- Having access to the expertise you need

An internal employee is limited by their own knowledge and skill set. They cannot necessarily jump from task to task or handle everything from sending emails to doing online marketing to answering phones. A BPO company that provides you with a virtual assistant, in contrast, can meet all your needs.

You're not limited by the skill set of a single individual. The BPO company can provide you with the right assistant to meet any of your needs and as your business grows, you can work with a variety of assistants or business process specialists.

CONTACT DOXA FOR VIRTUAL ASSISTANCE TODAY

You don't have to search for a virtual assistant on your own. We have a team of high-quality Vas who can help your business and whether you've been outsourcing for years or are new to the process, we can guide you in the right direction.

We offer a free consultation as well as no-cost process optimization for teams of five or more and we also let you interview two to three candidates before you sign our agreement. Contact us at DOXA (<https://doxa7llc.marketingautomation.services/prospector/previewPages/MzawMLEwNTA1BwA/1>) today to learn more.

Delegate to Offshore Talent

Delegating certain functions to offshore talent can greatly benefit your company by tapping into a diverse pool of skilled professionals. **Discover the wide range of tasks you can delegate offshore.**

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