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# Top Tasks to Immediately Outsource to a Virtual Assistant in 2025



Arielle Calanas · 7 January 2025



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In 2025, businesses are leaning more than ever on outsourcing to stay ahead of the curve. According to a [report by Grand View Research](#), the global VA market is projected to grow by 23% in 2025 because of this demand.

Whether it's managing social media, streamlining administrative tasks, or keeping up with industry-specific needs,



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In this article, we'll dive into the top tasks you can start outsourcing immediately, to help you leverage the power of VAs to streamline your operations and accelerate your growth in 2025.

## Key takeaways:

- ✓ More and more businesses are relying on VA expertise for social media management, administrative support, and real estate operations.
- ✓ Content creation, basic bookkeeping and customer support are all in high demand for VA roles in 2025.
- ✓ The process of hiring the right virtual assistant can be simplified in 4 steps.

# Why Outsourcing to a Virtual Assistant is Essential in 2025

If you're managing a team, outsourcing to a virtual assistant can help you scale your operations, save valuable time, and reduce overhead costs by **up to 78%** 

More and more businesses are relying on VA expertise for tasks such as

- social media management

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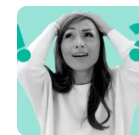
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For example, hiring a social media virtual assistant to handle your content scheduling and engagement, or a real estate virtual assistant to manage client inquiries and property listings, allows you to focus on strategy rather than execution.

Whether you're based in Australia or elsewhere, leveraging a VA's skills can position your business for long-term success.

# Top Tasks to Outsource to a Virtual Assistant in 2025

In an increasingly competitive business environment, outsourcing allows you to:

- Focus on high-value activities.
- Reduce costs by avoiding full-time hires for specialised roles.
- Scale your operations with flexibility and ease.

Here are the top tasks businesses in Australia and around the world delegate to VAs:

## 1. Social Media Management

Social media remains a critical channel for customer engagement, but it's time-consuming.



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### 💡 Example tasks to outsource to a virtual assistant:

- Scheduling posts on LinkedIn, Facebook, Instagram, TikTok, etc.
- Responding to comments (engagement)
- Creating graphics and videos for brand awareness
- Monitoring analytics on your social media platforms
- Managing your ad campaigns, and more.

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## 2. Administrative Support

Administrative tasks are essential but can bog down your schedule, leaving you with barely enough time and energy for actual strategy that moves the needle.

### 👉 Related: [What can an Admin VA do for your business?](#)

A virtual admin assistant ensures that the necessary admin responsibilities are handled well in the background, giving you more time to focus on decision-making.

### 💡 Example tasks to outsource to a virtual assistant:

- Day-to-day email and calendar management
- Data entry and organisation
- Drafting documents and contracts
- Booking travel arrangements, and more.

## 3. Customer Support

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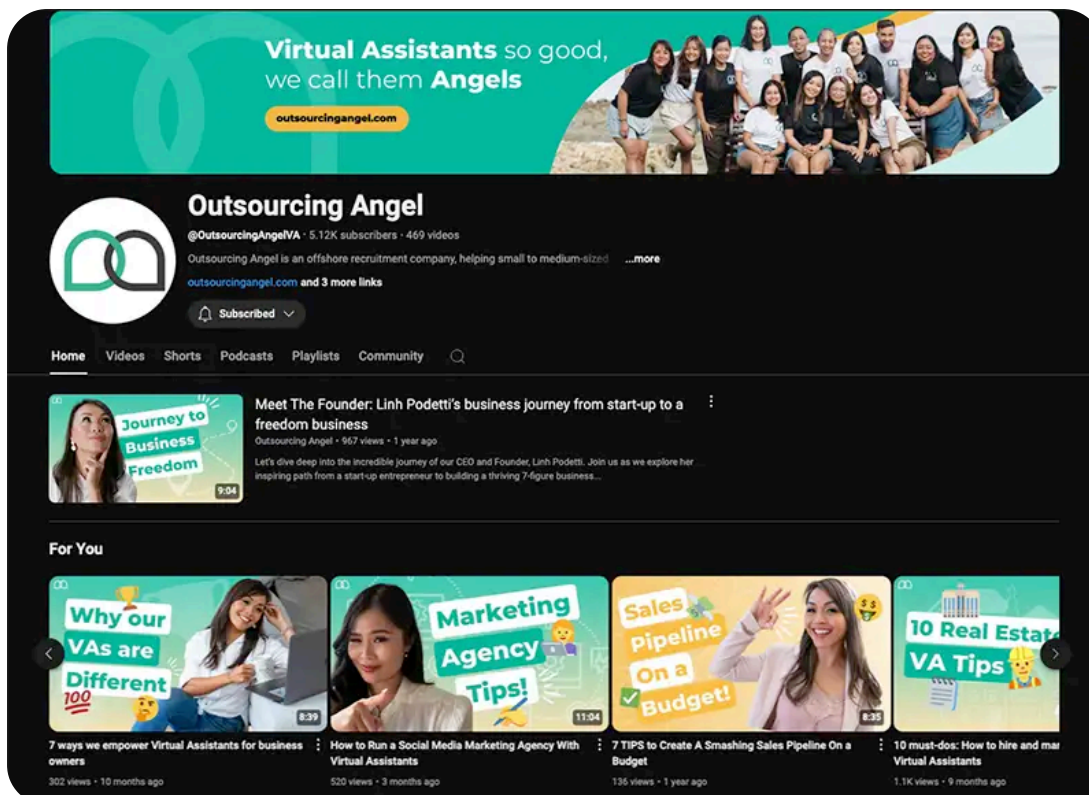
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VAs trained in customer service can provide timely and professional responses, enhancing your brand reputation among interested leads AND loyal customers.

### 💡 Example tasks to outsource to a virtual assistant:

- Responding timely to emails and messages
- Handling customer complaints, if any
- Managing live chats,
- Sharing your unique offers and brand voice with interested leads
- Escalating client concerns, and more.

## 4. Content Creation







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### 💡 Example tasks to outsource to a virtual assistant:

- Writing blogs and Google My Business posts
- Editing YouTube shorts and long-form videos
- Designing graphics for Instagram, Facebook, and LinkedIn
- Creating presentations for networking,
- Drafting brochures, business cards, and more.

## 5. Bookkeeping and Financial Management



*Our Australian and international clients choose their preferred VA from our comprehensive shortlist, and they're assured of free VA replacements whenever they need it.*



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### 💡 Example tasks to outsource to a virtual assistant:

- Invoicing
- Expense tracking
- Basic financial reporting
- Managing refunds and product returns
- Trip expenses computation, and more.

## 6. Real Estate Support

If you're a real estate professional such as a realtor or an agent, you're often juggling multiple clients and properties. A real estate virtual assistant can help organise these tasks efficiently, freeing up your time to close deals and nurture client relationships 🏠

### 💡 Example tasks to outsource to a virtual assistant:

- Managing property listings on realestate.com.au, Domain, Zillow, etc.
- Responding to client inquiries
- Booking your showings and other scheduled appointments
- Drafting contracts, and more.

By delegating these tasks to a virtual assistant, you'll not only increase productivity but also position your business for long-term success in 2025 and beyond!

👉 **Related:** [The Ultimate Guide: What Can VAs Do?](#)



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The process of hiring the right virtual assistant doesn't have to be overwhelming...if you know what to look for! 😊

Here's how to ensure you find a VA who aligns perfectly with your needs:

## 1. Identify Your Needs

Start by listing the tasks you want to delegate. Are you looking for a **social media virtual assistant** to handle your online presence? Or do you need a **virtual admin assistant** for scheduling and data entry?

Defining your needs will help you focus on finding the right skill set and avoid scope creep!

### Digital Marketing Virtual Assistants

These Angels have the qualifications to help with scheduling in content, advertising campaigns and reply to customers through social media or other online platforms.





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## Digital Marketing VA

**Maria Fiona C. Clemente**

📍 Dasmaringas, Cavite,  
Philippines

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## Digital

**Fatir**

📍 Pl

[VIEW](#)

👉 **Related:** [Top 10 Must-Have Virtual Assistant Skills](#)

For businesses operating in Australia, hiring a VA within or close to the same time zone ensures better collaboration and responsiveness. This is why **Philippines-based VAs** are highly preferred, in addition to their high proficiency in English.

## 2. Look for Specialised Experience

If your business operates in a specific industry, such as real estate, consider hiring a real estate virtual assistant with experience in CRM management and property listings.

Specialised VAs who bring years of experience bring added value by understanding the nuances of your field. That's why we



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### 3. Assess Communication and Tools Compatibility

Clear communication and tool proficiency are essential for the success of your VA arrangement.

During interviews, ask potential VAs about their preferred tools (e.g., Google Chats, Notion, Slack) and their approach to regular updates. This ensures smooth collaboration and alignment with your workflow.

👉 **Related:** [Recap: Top 5 Business Automation Tools in 2024](#)

### 4. Use a Trusted VA Agency



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Plus, agencies often provide support, such as VA replacements, if needed.

Here's a list of business support we provide at Outsourcing Angel:

👉 **Related:** [How our agency supports the UN's Sustainable Development Goals](#)

By following these steps for hiring a VA, you'll not only find a capable virtual assistant but also establish a foundation for a productive and long-lasting partnership.

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Whether you need help with social media management, administrative tasks, real estate support, or customer service, virtual assistants can take care of the time-consuming work in 2025 that often holds you back from focusing on growth.

By delegating tasks to skilled professionals, such as a [social media virtual assistant](#) or a [virtual admin assistant](#), you gain the freedom to prioritise what matters most: building your business and delivering exceptional value to your clients <sup>100</sup>

Plus, with the cost-effectiveness of VAs compared to local hires, you can free up your plate without the overhead costs of hiring full-time staff!

## Want to hire a **Virtual Assistant?**

Hiring the right VA can transform your business. Whether you're based in Australia or anywhere else, a virtual assistant can be the key to unlocking your full potential in 2025 and beyond.

Click the button below and let's talk more about finding the right VA for your needs!

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