

Top 3 Virtual Assistant Jobs For Your Business

A report published by The Alternative Board, a management consulting company shared that business owners have difficulty maintaining productivity. The report said that at least 60% of business owners feel that they do not have enough work and life balance. One of the best ways to manage your time better is to get the services of a virtual assistant to help with tasks.

Virtual assistants are considered a “secret weapon” for many startup companies around the world. They can do tasks that are time-consuming so that your business can focus on what is important and valuable.

What are Virtual Assistant Jobs?

A virtual assistant is just like a full-time employee, only working virtually. Using technology through the Internet, a business owner can assign various tasks to an assistant. Virtual assistants are trained to provide a range of services from admin tasks to customer service.

There are plenty of advantages if you choose to hire a virtual assistant. For most entrepreneurs and managers, saving time can be the biggest benefit. Additionally, you can also save money and improve the delivery of services to your customers.

Administrative Work

According to Forbes, an average office worker can waste up to 2.5 hours every day just checking up emails. This number could easily double if you are a business owner – thanks to numerous emails that will likely be sent to your email. One of the most common virtual assistant jobs that you can delegate is admin tasks. Anything from checking the emails, creating reports, data entry, doing research, booking travel arrangements, scheduling appointments, and more.

Basically, everything that an executive assistant will do can be completed by your virtual assistant. The only difference is that tasks are done online.

Social Media Management

Social media marketing and management is a crucial part of any business. However, preparing content and managing your network can take a lot of time. Your virtual assistant can easily do these exhausting tasks for you. They can prepare content to be posted, scheduled posting, and answer questions from your followers.

Outsourcing your social media tasks to another company can be expensive. You can save a lot of money by doing in-house social media management through the help of a virtual assistant. That means you can ensure social media presence through the help of a virtual assistant.

Customer Service

A virtual assistant can also help you with your customer service needs. They can be assigned to take phone calls or answer questions about your business online. According to Microsoft, 56% of customers around the globe said that they stopped doing business with a company due to poor customer service.

Unfortunately, customer service is not an easy task. It requires training and time to be able to fully assist your customers. A virtual assistant is the best person to manage your customer service needs for you. Most virtual assistants are experienced in handling customer enquiries so that customers are kept happy. Since a virtual assistant can be located somewhere else than that of your area, you can implement a 24-hour services for your business.