

# VIRTUAL ASSISTANT SERVICE

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## WHAT IS A VIRTUAL ASSISTANT?

- A Virtual Assistant is a person with the skills to assist you with your administration tasks.
- They usually work digitally, getting the tasks done, without the need of an office presence.
- They are often multi-skilled and can assist in a variety of ways. Need a temp. Worker? Consider hiring a Virtual Assistant.



## WHAT SKILLS DO I OFFER?

- Spreadsheets and Charts
- Word Processing
- Presentations
- Databases to keep all of your contacts with forms and reports, queries, to analyse the information.
- Business or Personal Websites.
- Desktop Publishing
- Internet Research
- Proof Reading, Copywriting, Data Entry
- And more besides....



## SMALL BUSINESS EXAMPLES -2

- Clients business cards: Take care of all of your business cards, organise them on a database, making note of any comments on the cards, then further sort them into locations, making it much easier for you to make your calls and prioritise.
- Conference needs: Provide you with printed badges of all visitors, mail merge documents necessary to post letters, and maps, etc. provide lists of visitors for organisation, create seating plans, with nameplates. Create Report templates for photo copying.



## SMALL BUSINESS EXAMPLES -1

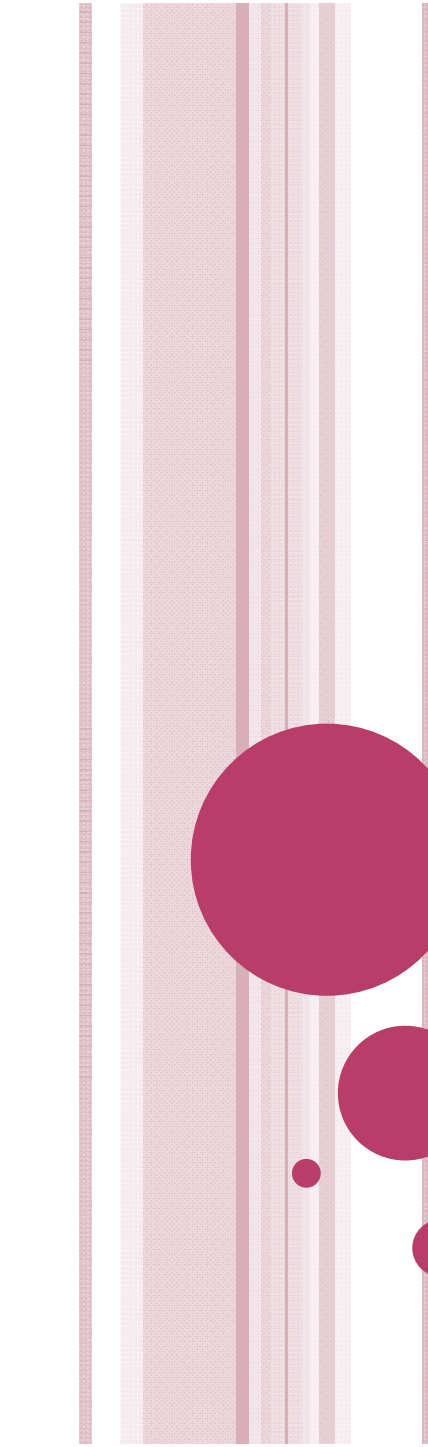
- Prepare customised letterheads, business cards, complimentary slips for your business.
- Proof read and spell check all documents.
- Provide customised letter templates for all of your correspondences.
- Provide you with invoices, quotes, set discounts, mail merged, with calculations made automatically on Spreadsheets.
- Provide you with Presentations and handouts, to aid training of your staff.



## SMALL BUSINESS EXAMPLES -3

- Mail Merges: Provide you with a mail merge of all your clients, so that sending out documents will be a breeze.
- Create posters and notices for better management in the office.
- Prepare Reports
- Keep records of all financial transactions, enabling less time needed with expensive accountants at year end.
- Prepare Job Specifications and Person Specifications, with letters .



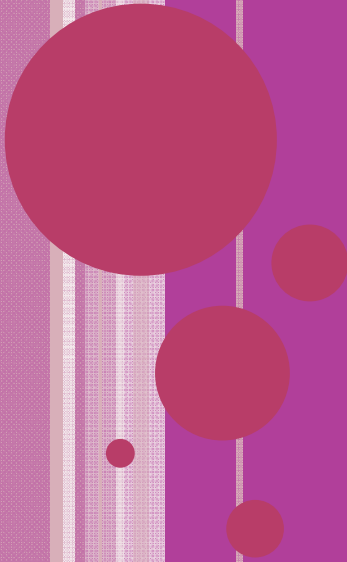
The left side of the page features a decorative vertical bar with a textured, light pink background and several thin, vertical lines in shades of pink and purple. To the right of this bar are five solid maroon circles of varying sizes, arranged in a descending, staggered pattern from top to bottom.

Just think of the time you will save on  
your

computer, if you hire me to do the work.  
More time to make business decisions –  
arrangements – meetings, for instance .

**JUST SOME EXAMPLES OF THE  
WORK I COULD DO FOR YOU.**

Small or large businesses, let me take  
the strain off of you.



END

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