

REGAIN 5 TO 20 HOURS A WEEK

10 Task
Categories
You Can
DELEGATE
To Your **VIRTUAL**
ASSISTANT



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Hello,

This is Therese Winters with Mine Your Business Virtual Solutions.

If you are feeling overwhelmed with the demands of your business, a virtual assistant can offer you the support you need. Regain up to 5 to 20 hours a week by handing off those non-revenue generating, back office end tasks. Save time, save money, and free yourself to do what you do best...working on your business...

We have compiled this list of tasks you can DELEGATE to a Virtual Assistant to help you get STARTED!

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EMAIL

- Email Management
- Email Marketing and Newsletter Management - curating, creating, and distribution
- Customer Service Management System Maintenance
- Create reply Emails and auto responders

DOCUMENT CREATION

- Digital File Management -(Dropbox, Google Drive)
- Document Creation and Management (Word, Excel)
- PowerPoint Creation
- Transcriptions
- Data Entry

APPOINTMENT AND TRAVEL SUPPORT

- Appointment Scheduling
- Calendar Management
- Travel Arrangements - Booking/Flights/Transportation

CUSTOMER SERVICE & SUPPORT

- Customer Service and Support (email and phone)
- Customer Invoicing and Collections
- Client Retention (Appreciation and Thank you notes)
- Warm Calls Follow-up
- Remote Reception

MARKETING

- General Marketing
- Mass Mailing Distribution
- Creating Marketing Materials -(ordering, posters, postcards, giveaways, etc.)
- Invitations, Programs, Business Cards, Stickers
- Tradeshow and Promotional Events - table monitoring

EVENT PLANNING

- Event Planning and Organization





ACCOUNTING & BOOKKEEPING

- Reconciliation of Expenses
- Employee Timekeeping/Payroll Processing

HUMAN RESOURCES SUPPORT SERVICES

- Employee Acquisition (Job posting, screening, interview, Hiring)
- Employee Onboarding
- Employee Engagement

SOCIAL MEDIA

- Social Media Platform Setup - All platforms
- Create Graphics for Social Media Posts
- Scheduling Social Media Posts

WEB CREATION AND MAINTENANCE

- Website Setup and Creation
- Website Content Updates
- Website Backend Maintenance

KEEP IN TOUCH

HOW TO REACH US

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CONNECT WITH US ON SOCIAL MEDIA

