

What Can a VA do?

A Virtual Assistant, or VA for short, is simply someone who works remotely or virtually. The following is just a SHORT list of tasks Virtual A Team can do for your business.

Tier 1

- New client/vendor set up
- Travel arrangements
- Sending cards/gifts
- Scheduling appointments & meetings
- Manage inbox/respond or delegate responses as needed
- Customer database clean up
- Research
- HARO watch
- Return calls
- Social media posting (content to be provided)
- Business Card/Data Entry

Tier 2

- Social Media Graphics (Simple/Canva)
- Writing blog posts/e-books
- Blog management (including finding images, seo optimizing, posting and comment moderation)
- Newsletter management
- Editing emails, blog posts, etc...
- Wordpress maintenance and backup
- Social media management (finding or creating content, growing audience, manage reputation, group moderation).

- Document creation and formatting (e.g. Training Handbooks and Informational Flyers, PDFs)
- Client invoicing
- Speaking engagement research/coordination/outreach
- Tech support
- Product launch support
- Live webinar support
- eCourse formatting
- HARO pitch submission
- Infusionsoft basic support
- Minor video edits/clean up

Tier 3

- Graphic Design (Advanced)
- Bookkeeping/Payroll
- Creating autoresponders and sales funnels
- eCourse development
- Transcription
- Website development
- Marketing materials
- Video editing (Advanced)
- Podcast editing & production
- Facebook Ads management

Tier 4

- ClickFunnels support
- Infusionsoft high level support
- LeadPages set-up and integration

If you have any questions about what a VA can do for you, or what tier a specific project or task will be billed at, don't hesitate to ask.