



Virtual Assistant

Virtual Assistants (VA's) – who are we? Have you heard of us?

Many of you will have heard the title Personal Assistant (PA) or Executive Assistant (EA), well this is what we do! There is only one main difference – we work remotely.

As VA's we work from our own fully equipped office, offering a very flexible service to more than one business at a time. We are able to do this as each business' requirement is different. Therefore as a VA we tailor the service provided to the client's needs, whether you are a single entrepreneur, SME or a large corporation. Due to our flexibility we are able to support those who wish to only have a few hours support occasionally, through to those that have ongoing retainer packages on a flexible permanent basis. This proves that once you have a great working relationship, you become an extension of their business and are truly valued as a member of their team.

In today's economic climate and with the development of modern technology, many companies are outsourcing different services, including administrative support. There are financial benefits to doing this without affecting, and even in some cases, improving the performance of the clients business.

So how does this all work?

Once a client : VA relationship is established, and the full business needs are understood and agreed, there are many ways in which your VA can support, communicate and review such as:-

- Sharing of client Outlook profiles
- Remote Log-on
- Online sharing of documents
- Video / Skype calls
- Face to face meetings when required

Therefore if you have internet access for your business (which I'm sure you will have) all the above are easy to co-ordinate with your VA.



How can you benefit from using a VA?

- Lower overall cost to your business
- Increased versatility – full range of support when you need it most
- Professional VA with extensive skill set
- No NI, Sick Pay, Pension contributions, Holiday pay or other employee benefits
- Known resource – no rotating agency temps
- Hourly monitoring of VA activity using time management software
- No Agency costs

Typical services available, but by no means an entire list!

- Creation of administrative processes
- Training Materials, Manuals
- Presentation Materials
- Event Management support
- On-site and off-site event hosting
- Workshop / course support
- Email Marketing campaigns
- Database Management
- Travel Management – Domestic / International – flights / hotels
- Diary Management
- Appointment setting and follow up
- Cross functional communication and implementation

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Julie Hinge
i2i Virtual Assistant Ltd

Julie is the owner and founder of i2i Virtual Assistant Limited. Prior to i2i Virtual Assistant, Julie has more than 25 years experience within the PA / Executive Assistant environment, working for many large Blue Chip companies. In her transition from the corporate world to running her own business, Julie became a VA Mastery Graduate and is an accredited member of the UK Association of Virtual Assistants. Julie is extremely passionate about her business, creating fantastic synergy with all her clients, large or small. Her company's detailed planning and execution of solutions, enables services to be delivered that often exceeds the client's initial expectations.

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