



WISE WALK VIRTUAL SOLUTIONS

Business Virtual Assistant



What Can My WiseWalk Virtual Assistant Do?

We match executives and business owners with qualified Virtual Assistants that assist with tedious administrative tasks.

Contact Us
(813) 893-1447

info@wwvirtualsolutions.com

www.wwvirtualsolutions.com

What Can My VA Do?



Calendar Management:

This can include booking meetings on your behalf, ensuring no double bookings and reminding you of upcoming meetings.



Meeting Host:

Your VA can attend and host meetings with you and take meeting notes. Your VA can also schedule and send meeting invitations.



Customer Service:

Your VA can handle speaking with your customers/clients via email, phone and/or online communication. This can include handling client complaints, sales, and information inquiries.



Bookkeeping & Payroll Services:

Your VA can calculate hours, add expenses, and update salaries.



Databases:

Your VA can build databases for you, as well as enter and update data when necessary (sales, lead generation, contacts, CRM, etc.).



Receptionist & Answering Service:

Your VA can handle incoming phone calls, leave voicemails, and check messages on behalf of you and your business.

What Can My VA Do?



Banking Needs:

This can include making deposits, paying bills and transferring funds.



Weekly Reports:

Your VA can Create, format, file, and present weekly reports on sales, deliverables, hours, and tasks.



Email Management:

Your VA can check emails, respond to customer inquiries, and manage spam.



Social Media Management:

Your VA can create and post content on your social media accounts. They can also manage followers and respond to comments and messages on your behalf.



Web Development:

Your VA can design and build a website for you; as well as maintain your website and make updates as requested.



Transcribe Meetings

Your VA can write down minutes from meetings and then create a detailed document.

What Can My VA Do?



Travel Bookings:

Your VA can search for hotels, book airfares, and map out business trip itineraries.



Staffing:

Your VA can place ads on career websites, review resumes, and contact the right candidates. They can also interview candidates and contact references.



Gifts & Thank You's:

Your VA can send a gift card or thank you note to your clients on holidays and anniversaries. They can also design cards for your company to be sent for Christmas and New Year's. This also includes putting together Welcome & Goodbye packages for clients and staff members.



Flyers & Advertisement:

Your VA can create flyers for your company and have them created for you, and all you have to do is pick them up from your nearest printing storefront. They can also create and run ads for you on social media.



Personal Assistance:

Your VA doesn't just help you with your business; they can also help make your personal life easier by ordering you lunch, making dinner reservations, and paying bills on your behalf.



Specialized/Other Tasks:

Your VA can also do other specialized tasks such as Accounting, Translating, Copywriting, Blogging and Proofreading