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What Is A Virtual Assistant?

By India Jordan

What is a Virtual Assistant? This is a question you've probably asked yourself if you have heard of the title "Virtual Assistant." A Virtual Assistant (VA) is an independent contractor and a home-based entrepreneur who uses the Internet, phone, fax, email, and other technology to communicate with his/her clients.

Virtual Assistants provide administrative support and/or specialized business services. Many Virtual Assistants were most often Administrative or Executive Assistants in traditional work environments before launching their Virtual Assistance Practices. Most Virtual Assistants work from their home office and, with the help of technology, other virtual locations. Technology has enabled Virtual Assistants to have a global client base.

Virtual Assistants: What do they do?

Ok...so now you know the answer to the question of what a Virtual Assistant is, now let's talk about what they do.

Virtual Assistants provide much of the same services as an onsite employee, but without the added expense to employers. Some provide general services while others provide more specialized services such as a Virtual Real Estate Assistant.

Here are some services Virtual Assistants offer (this is not an exhaustive list):

– Website and Graphic Design – Website Maintenance and Updates – Online and Offline Marketing and Promotion – Accounting / Bookkeeping – Data Entry – PowerPoint Presentations – Advertising in Print Media – Desktop Publishing – Custom Ad Design for print media – Travel Arrangements – Writing, Editing & Researching Services – Secretarial Services – Word Processing – General and Legal Transcription Services – Database Management – Personal Assistant Services – Event Planning – Technical Support – Coaching / Consulting – Customer Service – Real Estate Support

What Is A Virtual Assistant?

These are just a few services you can offer as a Virtual Assistant. The more specialized your services are, the less saturated the market will be. Try to find a niche and target market if you have a specialized skill and/or expertise.

Basic equipment and software needed can include, but is not limited to, the following:

Basic Equipment:

– Computer and/or Laptop – Cable, Satellite, or DSL Internet Service – Modem – Fax Machine – Printer – Copier – Scanner – Telephone with unlimited long distance service – CD Burner

Software:

– Microsoft Office (Excel, PowerPoint, Access, Word, Outlook, Publisher) – Macromedia Dreamweaver or Microsoft FrontPage (for web design, editing, and maintenance) – Instant Messenger (AOL, Yahoo,

MSN etc.) – Antivirus Software – Adobe Acrobat

While all the equipment and software above is not mandatory, they are very useful and worthwhile to learn how to use.

The Virtual Assistance industry is growing tremendously. It has enabled many to start their own business while being at home with their family. There are many great resources out there if you're an aspiring Virtual Assistant.

India Jordan is the owner and editor of

<http://www.virtualassistantbusiness.com>

, a resource site for

aspiring and current Virtual Assistants. Claim your free e-report "Virtual Assistant Business: A Basic Guide to Start Your Own" at

<http://www.virtualassistantbusiness.com>

Virtual Assistance; A Money Saving Opportunity For Employers.

By Heather Bresser

What is a Virtual Assistant? A Virtual Assistant is a highly skilled, independent entrepreneur who provides business services in a remote or virtual environment. Some have used terms like telecommuter or working from home.

What Is A Virtual Assistant?

Employers are looking for alternatives to having a full-time employee. Hiring a skilled Virtual Assistant helps to cut costs normally associated with on-site employees (no need for extra overhead and space, taxes, benefits, continued training), and frees up valuable time to focus on higher priority tasks that will in turn increase profits.

Assistant For You!, a Puyallup based a virtual assistance and web design company, specializes in website design and promotion, Administrative and Real Estate Support.

November 1, 2003 marks Assistant For You!'s first anniversary. Ms. Bresser attributes her success to keeping on top of the current trends in targeted industries allowing Assistant For You! to adapt to specific client needs.

For those wanting to start a Virtual Assistance company, Ms Bresser suggests, "niche in an area that you are not only good at, but love to do." She urges finding an established Virtual Assistant as a mentor during these rough start-up phases. "Having a mentor will help you avoid pitfalls that many face," says Ms. Bresser.

For more information about the Virtual Assistant industry and why you should hire one, contact Assistant For You! today. We can be reached directly by phone at (253) 537-7703, by email at heather@assistantforyou.com, or on the web at

<http://www.assistantforyou.com>.

Heather Bresser, Virtual Assistant and business owner of

AssistantForYou.com

, offers high energy and

her outgoing personality to her varied clients, and has been able to help them with marketing and growing their businesses through providing innovative website design and marketing strategies.

Virtual Assistance; A Money Saving Opportunity For Employers.

What's Missing From Your Virtual Assistant Business Website That's Costing You Clients

Is Your Copy Upside Down?

Virtual Assistance for Healthcare Professionals

Hiring A Virtual Assistant Can Help Your Business Grow

Stretch Assistant Software

Bread And Biscuit Baker's And Sugar-Boiler's Assistant

Auction Strategies

Create a Website in 5 Days

Gate Crash into the Interior Design Industry.



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