

Executive Virtual Assistant

- Act as the point of contact among executives, employees, clients, and other external partners
- Manage information flow in a timely and accurate manner
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Track daily expenses and prepare weekly, monthly or quarterly report
- Providing administrative assistance, such as writing and editing e-mails, drafting memos and preparing communications on the executive's behalf
- Make travel and accommodation arrangements
- Maintain confidentiality of highly sensitive information
- Manage complex office administrative work requiring the use of independent judgment and initiative
- Producing reports and presentations
- Maintaining the current filing and database system, and looking for ways to improve current systems
- Document company processes
- Manage your social media and messages
- Project management
- Coordinate with vendors, partners, etc.
- Transcribe audio or video
- Manage your contacts
- Data entry
- Plan and manage events
- Create auto responders
- Shop online
- Send out invitations, notes, greeting cards, and newsletters
- Remote office management

Marketing Services with a Virtual Assistant

SOCIAL MEDIA MANAGEMENT

- Create social media accounts
- Create social media strategies for the brand
- Post relevant content
- Track and interpret analytics
- Run social media ad campaigns
- Join relevant groups
- Connect with prospects
- Monitor competitor strategies and performance

SEO MANAGEMENT

- Create SEO strategies
- Do keyword research
- Do competitor research
- Perform site analysis
- Do on-page optimization
- Do off-page optimization
- Take care of sitemap submissions
- Take care of web master submissions
- Create backlinks
- Register to directories and business listings
- Social bookmarking

WEBSITE DEVELOPMENT

- Support and develop websites
- Install themes and plugins
- Integrate CRM
- Perform site maintenance and troubleshooting
- Integrate social media
- Integrate payment gateways
- Install ticketing systems
- Register domains and manage website hosting
- Import databases
- Ensure quick loading times

WEBSITE UPDATE

- Update all websites
- Backup all websites everyday
- Image Optimization
- Functionality Enhancements
- Create landing pages
- SEO support
- Create and maintain forms
- Auto-responder
- Manage online store
- Provide CRM and social media integration
- Install a help desk or support system

SOCIAL MEDIA OUTREACH

- Creating social media profiles
- Interacting with audiences on different social media channels
- Curating content and images for your posts
- Creating and managing your social media campaigns

GOOGLE ADS

- Setting up Google AdWords Campaign
- Managing Existing AdWord Campaign
- Campaign Monitoring and Reporting
- Keyword Research for Search Engine Optimization
- Analysis of Competitor Campaign
- Design and Development of Landing Pages
- Creation of Promotional Campaign

EMAIL MARKETING

- Post products on e-commerce sites
- Create and optimize product descriptions
- Upload product images
- Respond to customer inquiries
- Manage transactions
- Handle customer complaints and feedback

EMAIL MANAGEMENT

- Cleaning and sorting inbox
- Deleting old emails
- Managing contact list
- Calendar management
- Responding to emails and creating drafts for approval

LOGO BRAND DESIGN

- Create branding guidelines
- Design pages
- Design logos, icons and banners
- Create mockups
- Create graphic content for blogs, articles and social media

PERSONAL BRAND DEVELOPMENT

- Social media strategist
- Content researcher
- Content creator
- Curator for your content
- Copywriter and editor
- Repurposing manager
- Social media administrator
- Direct mail campaigner