



Discover New Approach to Hiring Administrative Support

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Small business owners and entrepreneurs are partnering with Virtual Assistants for their administrative support, allowing them more time to invest in their business.

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Atlanta, GA – It is estimated that the average small business owner spends approximately 40 percent of their time performing administrative and nonbillable responsibilities. Outsourcing these services to an expert, a Virtual Assistant, is the solution for many.

Small business owners, solo professionals, and entrepreneurs are partnering with Virtual Assistants for their administrative support, allowing them more time to invest in their business. A Virtual Assistant (“VA”) is a highly skilled professional who works from their own office providing legal, administrative, and other specialized services to attorneys, business owners and solo practitioners. VA’s provide business support to clients from any geographical location, communicating through e-mail, internet, fax, and telephone and provide digital transcription, word processing, bookkeeping, trial preparation, and other specialized services. They use their own software and equipment and complete projects in a timely manner.

The concept of a Virtual Assistant is relatively new to the Atlanta area. Business owners, attorneys and solo professionals are spending too much of their valuable time performing their own administrative duties, because they cannot afford to hire an experienced administrative assistant or do not enough office space. Glenda Washington, owner of GFW Services Group, has joined the rapidly expanding field of Virtual Assistants. GFW Services Group was established to offer high quality, professional, administrative support to attorneys, businesses, and executives in any geographic area, through internet, email, fax, and telephone technology. Utilizing the services of GFW Services Group will allow the business owner more time to focus entirely on expanding their business and generating income, without the costs associated with hiring an administrative assistant as an employee.

To learn more about virtual assistant services and other ways that GFW Services Group can assist you, email Glenda at geewashington@bellsouth.net or visit www.gfwvirtualassistant.com.

Website Link: <http://www.gfwvirtualassistant.com>

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