

Let's Coordinate, LLC Launches Virtual Assistant Practice

NewswireToday - /newswire/ - Overland Park, KS, United States, 02/14/2008 - Let's Coordinate, LLC provides virtual assistant services to real estate agents, coaches and busy entrepreneurs

Based on Julie's research, most entrepreneurs, whether it be a small brick and mortar business, a one person office, real estate agent or web business start out small and do everything from marketing their product or services, sales, customer service, bookkeeping and list goes on.

As they grow their revenue they also start to see that the administrative side starts to grow as well. Their work days continue to get longer and their personal time starts to get shorter. Their days include doing their income generating task, such as, selling, consulting, meeting with clients, etc. while they spend their nights and weekends doing their non-income generating task, such as, catching up paperwork, bookkeeping, ordering, etc.

At this point the busy entrepreneur starts to think about hiring help but what if the business is home based or the budget just doesn't allow for going out and buying a new desk, computer, file cabinets, phone, etc. in order to even hire an on site person not to mention now there is the added human resource issues, such as, health insurance, taxes, bonuses, having to keep the person on payroll during the slow times. What is an entrepreneur to do? Hire a virtual assistant.

A virtual assistant is an independent business owner that provides support in various areas that may include Administrative, Article Submissions, Blogs, Bookkeeping, Desktop Publishing, E-Books, E-Commerce Solutions, Editing and Proofreading, Event Planning, E-Zines, Insurance, Legal Transcription, Marketing, Medical Transcription, Newsletters Press Release Submissions, Real Estate, Search Engine Optimization, Shopping Carts, Web Design...

A virtual assistant provides these services from their home offices utilizing today's technology that includes e-mail, fax, phone, mail, instant messaging and Secure Online File Cabinets for those clients who need to share files and collaborate with online business productivity tools. Today's technology allows a virtual assistant to work with anyone no matter their location.

A virtual assistant maintains all of his/her equipment, pays for office supplies, attends and pays for training to keep growing his/her skills, pays for his/her own health insurance, business insurance and taxes. Virtual assistant's bill only for time worked on the client's project and tracks his/her time using a time tracking software such as Easy Time Tracking Pro or My Hours.

Julie Barnes, the founder and owner of Let's Coordinate, LLC has over 17 years of diverse experience gained by working in various capacities in non-virtual business.