

# OFFICIAL SPIN

## Typical Jobs Performed By Virtual Assistants

**There are a variety of tasks that virtual assistants can do for your business**

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Virtual assistants usually work from their own homes and provide services and support to their clients through the internet and other communication tools. Virtual assistants can perform a wide range of services. Some virtual assistants work as general VAs performing administrative services but there are also some assistants that have more specialized tasks. If you require different types of services and a lot of them are beyond the normal administrative tasks then you should consider hiring a virtual assistant company that employ multiple virtual assistants and personnel that can perform all types of tasks. When you hire a VA company that offers a wide range of services, your personal VA can pass other tasks to the other virtual assistants or the other members of the team who can complete the more specialized tasks. If you don't know the types of jobs that virtual personal assistants can do for you, here is a list of the typical jobs that VAs perform:

**Data entry-** virtual assistants can be expected to perform this basic task. This job requires the assistant to have fast typing skills. This can also involve entering data for database and other tasks that involve typing in data.

**Administrative tasks-** this job involves general office work such as document preparation.

**Personal assistant tasks-** some tasks that some people require personally and not for their business like making travel arrangements, setting appointments and other tasks that can be performed through the internet and the phone.

**Accounting and Bookkeeping-** some virtual assistants are trained to do accounting tasks. You can hire virtual assistants to do accounting, bookkeeping and preparation of financial documents.

**Customer service support-** your virtual assistant can provide email and telephone support to your clients. Having a VA is the perfect set-up for when you want to offer 24/7 customer support.

**Web/online services-** virtual assistants can design, update and manage websites and blogs. You can also assign your VA to join social networks like Twitter for you and manage your online social networking accounts.

**Copywriting-** a VA can write web copy, press releases, sales letters and other materials for you.

**Transcription-** assistants can transcribe audio files.

**Research-** marketing research and other research that can help you with your business.