

100 tasks

to outsource to your VA

- ✓ Handling enquiries
- ✓ Booking confirmation
- ✓ Calendar management
- ✓ Booking cycle
- ✓ Welcome messages
- ✓ Concierge services
- ✓ Feedback selection
- ✓ Data entry
- ✓ Scheduling
- ✓ Document management
- ✓ Preparing training manuals
- ✓ Manage sops
- ✓ Recruitment support
- ✓ Reviewing resumes
- ✓ CRM management
- ✓ Draft proposals
- ✓ Event registrations and rsvps
- ✓ Booking appointments
- ✓ Reminders: appointments, bills and birthdays
- ✓ Travel bookings and reservations
- ✓ Manage inbox
- ✓ Online shopping/errands
- ✓ Invoice processing
- ✓ Expense tracking
- ✓ Bookkeeping
- ✓ Guest refunds
- ✓ Owner statements
- ✓ Payroll management
- ✓ Overdue invoice reminders
- ✓ Financial reporting
- ✓ Market research
- ✓ Email campaigns
- ✓ Lead management
- ✓ LinkedIn outreach
- ✓ Email cold outreach
- ✓ Phone cold call outreach
- ✓ Listing creation
- ✓ Profile set-up
- ✓ Optimisation
- ✓ Issue resolution
- ✓ Emergency contact
- ✓ After hours phone line
- ✓ Customer service support
- ✓ Reporting
- ✓ Pricing strategies
- ✓ Occupancy monitoring
- ✓ Promotions management
- ✓ Revenue reporting
- ✓ Content creation
- ✓ Seo strategies
- ✓ Draft edm
- ✓ Analytics monitoring
- ✓ Social media management
- ✓ Social media engagement
- ✓ Social media reporting
- ✓ Campaign execution
- ✓ Performance analysis
- ✓ Formatting audio and video files
- ✓ Adding intro & outro templates to video
- ✓ Files
- ✓ Adding graphics and music to video files
- ✓ Creating and editing podcasts
- ✓ Video transcriptions
- ✓ Video subtitles
- ✓ Repurposing existing content
- ✓ Logos and email signatures
- ✓ Design powerpoint presentations
- ✓ Social media content and infographics
- ✓ Letterheads and forms
- ✓ Ebook design
- ✓ Design banners, ads and pamphlets
- ✓ Design email templates
- ✓ Blog articles and updates
- ✓ Ebook creation
- ✓ Slideshare presentations
- ✓ Keynote presentations
- ✓ Newsletter creation & management
- ✓ Seo for listings
- ✓ Photo and video updates
- ✓ Amenities updates
- ✓ Review responses
- ✓ Reputation monitoring
- ✓ Improvement implementation
- ✓ Schedule coordination
- ✓ Quality checks
- ✓ Supply management
- ✓ Regular inspections
- ✓ Compliance checks
- ✓ Vendor coordination
- ✓ Target market research
- ✓ Seo keyword research
- ✓ Content calendar research
- ✓ Competitor research
- ✓ Industry research
- ✓ Faqs research
- ✓ Back-up the website
- ✓ Update website content
- ✓ Processing orders
- ✓ Manage product inventory
- ✓ Moderating comments and reviews
- ✓ Add blog tags and images

plus much *more!*