



Interim Business Solutions

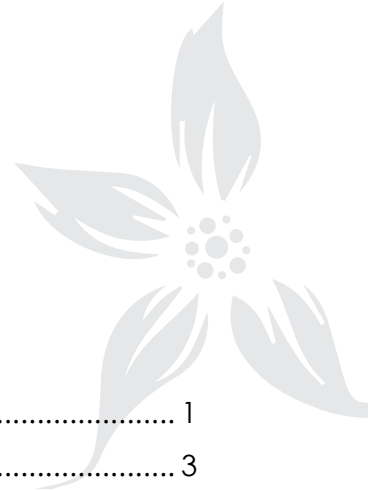


60 ways a Virtual Assistant team can support you and your business

Kirsty Wilson

Virtual Assistance | Social Media Support

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Administration



1. Assist you to work through your daily 'To Do' list
2. Copy typing and data entry
3. Prepare correspondence and mail it to a specific mailing list
4. Re-create and update your price list and make sure it reaches the necessary audience
5. Create necessary and consistent business forms and templates
6. Clarify your CRM database details are still current and up-to-date
7. Undertake research for those special projects
8. Create your stationery requirements such as letterheads, business cards, with compliment slips, flyers and brochures
9. Be your sounding board for new ideas, events, products or services
10. Prepare an online 'Client Satisfaction Questionnaire' and review the returned results
11. Be the contact person for any functions which require an RSVP
12. Assist in locating and registering for seminars, trade shows, conferences and workshops for you or your staff to attend
13. Undertake online research for your business or personal requirements
14. Create or update your PowerPoint presentations
15. Add the contact details from collected business cards to your CRM
16. Assist with your travel plans and arrangements

17. Send us your receipts and we can sort and add them to an expense spreadsheet for your bookkeeper
18. Set up webinars and attend to the related backend administration
19. Assist with streamlining your office systems to keep you on track, organised and efficient
20. Proofread, edit and format training manuals, workbooks and reports
21. Assemble a media kit to attract advertisers to your blog
22. Offer time saving tips to manage your daily tasks
23. Create labels for a general mail-out or for special invitations
24. Create an Excel spreadsheet for a mail-merge mail-out
25. Summarise data collected and results in a report of a conducted survey
26. Create specialised correspondence such as a letter of introduction
27. Follow up outstanding debtors and send monthly statements
28. Undertake outbound calls to clients, leads and mystery shopping
29. Book your yearly personal appointments. e.g. hairdressers, dental
30. Scan supplied documents and receipts and upload them to Dropbox or Evernote
31. Introduce you to time-saving business tools and Apps which can sync with your smart phone and/or tablet
32. Convert a selection of blog posts into a branded, eye-catching PDF e-book
33. Create PDF fillable forms



Social media



34. Assist with your social media setup and management of all your accounts
35. Create branded Facebook, Twitter and LinkedIn cover images
36. Install relevant applications on Facebook to further promote your skills or business
37. Create tweets/posts from your "nuggets" within articles and blog posts
38. Add your events to your Facebook page and promote
39. Provide social media coaching either onsite if local or via Skype
40. Preview all your social media accounts to ensure they are 100% optimised
41. Research your target market and connect with them via your social media accounts

Copywriting

42. Write or polish your articles, blog posts, newsletters and bios
43. Proofreading and editing of your draft copy



Newsletters



- 44. Set up a MailChimp e-Newsletter template
- 45. Import your list of contacts into MailChimp
- 46. Provide ongoing support for your weekly/monthly/quarterly e-Newsletters

Transcription

- 47. Transcribe a variety of digital file types
- 48. Transcribe one-on-one interviews, meetings, small focus groups and even brain dumps which can be used for the basis of a blog post

Marketing

- 49. Assist with your online e-marketing, campaign management and keeping lists up to date
- 50. Submit your business website to 10 free business directories (Australia only)
- 51. Graphic design of advertisements, 'As Seen In' graphics, etc.
- 52. Help develop your written products by researching publishers, editors, copywriters and designers
- 53. Proofread and edit your work before it gets released
- 54. Create an eye-catching cover and format your e-book to give it some pizzazz
- 55. Assist with general management of your website or blog

56. Research topics for your blog, articles or newsletters
57. Upload your blog posts and insert relevant 'Tweet This' quotes
58. Research your target market via the internet or social media platforms
59. Assist with the promotion of your business, workshops, events both online and offline
60. Develop an advertisement proof from supplied copy and images

**Call now for a free phone consultation to learn how
Interim Business Solutions can support you.
1300 377 427**

10 Ways to ensure your business is found

Visit our website www.interimbusiness.com.au to sign up to our monthly Newsletter and you'll receive our FREE copy of '10 ways to ensure your business is found!'

Don't forget to connect with us!

Interim Business Solutions can be found at:



https://twitter.com/kirsty_wilson



<https://facebook.com/InterimBusinessSolutions>



<https://linkedin.com/in/InterimBusinessSolutions>



<https://instagram.com/kirstywilsonva>



<https://pinterest.com/kirstywilsonva>



Client success stories

I am proud to have received great feedback from many of my clients over the years. Below is what they have to say about working with me.

"I first hired Kirsty in May 2011 and since then, she has become an integral part of my business. No task is too big or small and I can rely on Kirsty get it right, the first time. What's more, Kirsty goes the extra mile to make suggestions on how we can improve how we work together, which I find invaluable. I could go on all day! If you're wondering if you can afford a VA, you should be wondering if you can afford not to. Let Kirsty do her thing and you will definitely save in the long run."

Belinda Weaver, [Copywrite Matters](#)

"Kirsty is the best 'right arm' you could ask for. She is bright, charming and most of all is brilliant at executing everything you give her with ease. What I love most about working with her is not only her attention to detail, but also her service ethic and initiative. She keeps me on my toes and is the very support I need as a solopreneur. If you have any doubts or reservations about hiring a VA – Kirsty will put your mind at rest in her very first week with you! Her value far outweighs your perceived worry about paying someone else to do what you could do. You are my shining star Kirsty."

Shelley Rostlund, [Harbour 32](#)

"I highly recommend Kirsty and her team of virtual assistants. Kirsty is a delight to work with and is reliable, proactive, efficient and always on the ball. We never need to give long briefs or go through several attempts to have a task complete, because Kirsty understands what is needed the first time, and even contributes excellent ideas. This was not at all what I expected of a virtual assistant. I have been pleasantly surprised!"

Phoebe Netto, [Pure Public Relations](#)

"One of my business associates referred me to Interim Business Solutions back in 2013, and I have been eternally grateful! I am kept fully informed about the work that Interim Business Solutions is doing for us from logging its receipt, to progress reports to delivery. Interim Business Solutions proactively identifies potential issues and suggests workable solutions. But above all, they just get it done efficiently and effectively. We have used Interim Business Solutions for a range of jobs from entering expenses to creating templates, writing reports, creating PowerPoint presentations, and entering data into spreadsheets. We haven't found a job they couldn't do yet, but we're still trying!"

Andrew Birch, [Vantage Performance](#)