

## Is A Virtual Assistant for You?

The virtual assistance industry continues to grow, but there are still some business professionals out there who don't know what a virtual assistant is or what they do. Here is a brief explanation and some ideas on how a virtual assistant can help you.

Simply put, virtual assistants are off-site administrative professionals. They should be able to complete any project that an on-site administrative assistant can complete. Virtual assistants typically have expertise in their particular area, whether it's paralegal, administrative, marketing, writing/editing, or online business experience. Often, these individuals will also have a college degree. They are professionals you can depend on to help you make the most of your business.

Hiring a virtual assistant is going to be much like hiring a new employee – seek out several resumes and choose the person with the experience and skills your business needs. The hourly rate is going to vary from assistant to assistant and will depend on their skill set and experience. Where can you find a virtual assistant? You can check [www.ivaa.org](http://www.ivaa.org) or [www.guru.com](http://www.guru.com), or you can just do a search for 'virtual assistant' online.

There are several advantages to using a virtual assistant:

1. Since virtual assistants operate as independent contractors, businesses avoid employment costs including the cost of benefits, taxes, and insurance.
2. No additional office space is needed.
3. You get a professional with experience and expertise – someone you can rely on.
4. Flexible hours and availability. She's there when you need her, and standing by when business is slow. You won't waste your businesses resources when you don't need the extra help.
5. More free time – you can outsource some of those everyday tasks and focus on what's important to you – growing your business.

Business professionals can use a virtual assistant for projects like: research, data entry, accounting, payroll, and creating reports, spreadsheets, or presentations. A virtual assistant can help with the simplest project or the most complicated – it just depends on what your business needs. As an example, here are just some of the projects I'm involved in: completing reference calls and writing reports that are then given to clients for an employment group, editing/proofreading and article submission for a copywriter, creating audio files from articles for a reference website, transcription, research, and other small projects. I've also ghost written an ebook on hiring the right people for a joint venture project. Only one group or individual that I work with actually lives in the same state I do! All of my work is completed via phone, fax, email, or the Internet. The possibilities are endless.

So, get out there and take advantage of what these professionals have to offer! If you take the time to find a talented professional that fits your business needs, you won't be disappointed!

Rebecca Albertini is a certified virtual assistant. She has an MBA and national certification in human resources. Check out her website [www.premierebusinesssolutions.com](http://www.premierebusinesssolutions.com) for a list of services and testimonials. See how she can help your business grow through top-notch support.