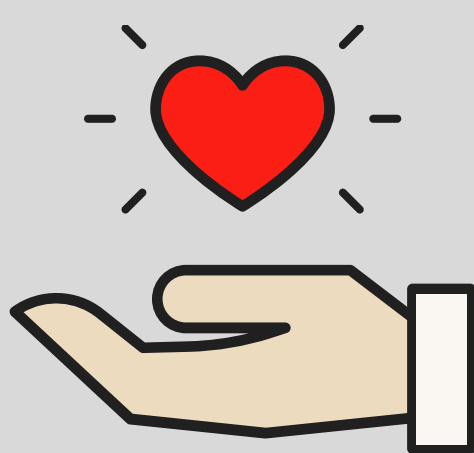# SOME WAYS TO UTILIZE A VIRTUAL ASSISTANT.....

PROJECT ASSISTANCE

- Source pricing from suppliers for components needed in projects
- Assemble documents required to have on sites or to distribute
- Enter project details, generate reports to display & share the data

DAY TO DAY SUPPORT

- Assist with email responding & inbox management or on-going follow-up
- Help out at meetings - take notes & compile minutes; set-up meeting events & send invites

SAFETY

- Review and update safety program as needing/scheduled
- Compile & enter data for tracking programs
- Assist with COR Audits, maintaining safety platforms - Complyworks, ISNetworld, etc.

EDITING & WRITING
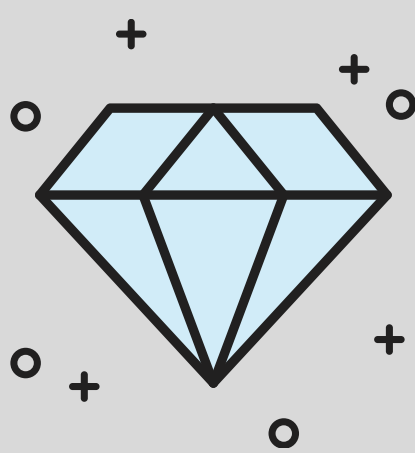
- Update, revamp, or create new
  - Forms
  - Brochures
  - Manuals
  - PowerPoints
  - & documents of all kinds
- Polish up text & punctuation before written documents are shared/published

"DO WHAT YOU DO BEST & OUTSOURCE THE REST"
-PETER DRACKER

Get more ideas for admin outsourcing at http://imvas.biz

SOME PERKS OF HIRING A VA

- Investing in a responsible entrepreneur who understands time value
- No burdens of paying employee taxes, vacation pay, sick days
- Low commitment - no minimum hourly obligations
- Build to suit your needs - up the workload as projects & biz demand it

Ingrid McKnight * Virtual Administration Professional * imcknight@hotmail.ca