



LOOKING FOR A VA?

What kind of Virtual Assistant do you need?

Did you know that VAs tend to specialise in service offerings so it is possible you may need 1, 2 or more VAs to assist you in your business? Just as a corporate office have staff that manage reception, bookkeeping, HR, graphic design, etc., you may well need a VA per service offering. And, just like a corporate office, you can engage a VA long-term, you don't have to get a new one for each new project.

Send your queries to kathie@vadirectory.net
or visit www.vadirectory.net



VA DIRECTORY

VIRTUAL ASSISTANT SERVICES

Here's a list of 40 potential services you may need for your business but, if what you're looking for isn't there, please do ask.

1. Administrative support
2. Appointment setting
3. Association Management /Secretariat Support: NFPs, Charities and other membership based groups
4. Authors Assistant: Support authors in the process of writing and publishing a book
5. Affiliate management
6. Broadcast email support
7. Bookkeeping
8. Calendar management
9. Client relations
10. Concierge
11. Copy-writing/editing/formatting
12. Database management: data entry, database design, database maintenance
13. Database marketing/follow up referrals for clients
14. Data entry
15. ECommerce
16. Editing/proof-reading and possibly copy-writing
17. Event planning and management
18. Excel spreadsheets
19. General admin support
20. Graphic design
21. Lead generation
22. Membership support for individuals or groups
23. PA/Secretary
24. Paralegal
25. Podcast management
26. PowerPoint presentations
27. Project management: manage projects, teams of VAs for clients, etc
28. Real Estate VA
29. Receptionist: phone answering services, managing emails, client liaison
30. Research: provide internet research services
31. Resume Writer
32. Shopping cart services
33. Social Media Support: Blogging, Facebook, Instagram, Twitter, LinkedIn, Pinterest, etc
34. Transcription: Conference, Court, Medical, Legal, etc
35. Travel coordination
36. Video editing
37. Web maintenance/design/support
38. Webinar and live stream management
39. WordPress/Wix/Squarespace/Shopify/Weebly support
40. Word-processing: document management and formatting



A Clayton's Secretary trading as VA Directory, was established in March 1994. The Internet entered the business scene in Australia late 1995 and by January 1996 Kathie was on the Internet.

Her first website was published in April 1996 and consisted of one single page with some clip-art, a list of services and her contact details. Australia's very first network of home-based secretaries was established. The business has come a long way since and she has trained hundreds of VAs over the years and mentored over 2,000 others.

She has a ready supply of VAs, based in Australia and in some other countries too, ready and waiting to assist you with your needs. Please do visit our website <https://vadirectory.net> to have a look around and/or place a job request for some of our team to get back to you.

What happens when you place a request? You will hear from up to 6 of our VA members who will advise you of their relevant experience, time availability and their rates. They will guide you in how it works and what to expect. You are free to choose from any of these to work with – but please do notify the others they haven't been successful. If you don't find the right one, please contact Kathie who will see who else might be available. All members have a minimum 3-5 years' working experience and many have well beyond that, 20, 30 or more years' in their chosen field.