

Beginners Guide to Hiring a Virtual Assistant

It's great that business is going so well but you're stressed, the paperwork is out of control and you are maybe in the unacceptable position of missing deadlines – something you can't afford to do. You need a solution to this problem and outsourcing this work is probably the right answer for you.

You've heard about virtual assistants but how do you go about hiring one and ensuring you find the right one for you?

Ask yourself:-

- What tasks can a virtual assistant do for me?
- How quickly will a virtual assistant be able to do these tasks versus how long it takes me to do them (and what could I be doing instead of these tasks)?
- Can I afford a virtual assistant?
- How will I communicate with the virtual assistant?

The answer to all these questions depends on the virtual assistant you select to work with, so it is vital you do some worthwhile research:-

- Does the virtual assistant specialise in the area you need help with i.e. research, document processing, communication, project management etc?
- Is the virtual assistant professional, reliable and do they have testimonials from previous and current clients?
- Are they competitively priced?
- Is the virtual assistant contactable by various methods i.e. email, telephone, Skype, face-to-face meetings etc?
- Do they have standard terms and conditions which they work to?
- Do they offer a range of services so you have a one stop shop?

The Way Forward!

Do your research thoroughly and you can look forward to beginning a great partnership with the virtual assistant best suited to your needs.

To find out more about the solution Executype PA offers contact Carol Charlton at:-

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