



WYNYARD BUSINESS SOLUTIONS
your very own virtual secretary

WAYS A VIRTUAL ASSISTANT CAN SUPPORT YOUR BUSINESS

A Virtual Assistant (VA) can help create more time in your day, allowing you to dedicate more of your time to the jobs that you do best, while leaving your administration to an expert.

1. Typing documents.
2. Formatting documents, manuals and workbooks to ensure consistency.
3. Proofreading & editing documents and manuals.
4. Recreate documents, flyers, graphs, price lists etc
5. Designing document templates, i.e. letterhead, invoices etc for your business to create consistency for your brand.
6. Creating templates and forms for standard documents.
7. Creating PowerPoint templates.
8. Creating PowerPoint Presentations.
9. Setting up presentation notes and handouts.
10. Copy typing.
11. Updating and maintaining product information sheets.
12. Creating spreadsheets and reports.
13. Creating Charts and Graphs.
14. Setting up tracking spreadsheets.
15. Setting up invoicing spreadsheets.
16. Client invoicing.
17. Formatting e-books.
18. Creating & formatting CV's.
19. Creating contact lists.
20. Data entry of business cards.
21. Data entry of data.
22. Maintenance of lists, i.e. product, mailing etc
23. Prepare correspondence for sending.



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24. Mail Merges.
25. Label set up for mailing labels, name badges, folder labels and other labelling requirements.
26. Sending emails on your behalf.
27. Responding to emails on your behalf.
28. Set-up e-Newsletter templates.
29. Import your list of contacts into the e-Newsletter system.
30. Creating e-Newsletter campaigns – weekly/monthly/quarterly.
31. Social Media Set up, i.e. Facebook, Twitter, LinkedIn
32. Social Media management.
33. Facebook cover image creation.
34. Customising Facebook Timeline
35. Designing flyers, posters and brochures.
36. Receipt sorting and collating.
37. Receipt entry.
38. Creating filing systems.
39. Forum interaction.
40. Website updates.
41. Website maintenance.
42. Website creation.
43. Uploading blog content.
44. Online networking/connections.
45. Digital Transcription of notes, correspondence and meeting minutes.
46. Internet research.
47. Scanning documents and images.
48. Assist with travel plans
49. Help set up systems for your business.
50. Be a sounding board for ideas, events or presentations.

**Call now for a free phone consultation to find out how
Wynyard Business Solutions can support you.**

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