

What is a Virtual Assistant?

A Virtual Assistant is a qualified and skilled individual who runs his or her own business from home.

What does a Virtual Assistant do?

*Virtual Assistants provide administrative and or specialized **services to any person or business** typically from a home based office.*

They provide these services via internet, phone and fax

Typical Virtual Assistant Services

- *Administrative Services*
- *Bookkeeping and Accounting*
- *Legal Administrative Assistance*
- *Real Estate Assistance*
- *Research Assistance*
- *Web Site Design*
- *Transcription*

Our Purpose

- To support VA's in South Africa and World wide
- To provide a professional yet fun to be part of community for Virtual Assistants
- To inform business owners about the advantages of using a Virtual Assistant
- To provide businesses with a South African organization to find VA's
- To give Virtual Assistants in South Africa the opportunity to be more visible to clients
- To create a win-win situation for all parties involved

YOUR ONE STOP INFORMATION HUB FOR VIRTUAL ASSISTANTS



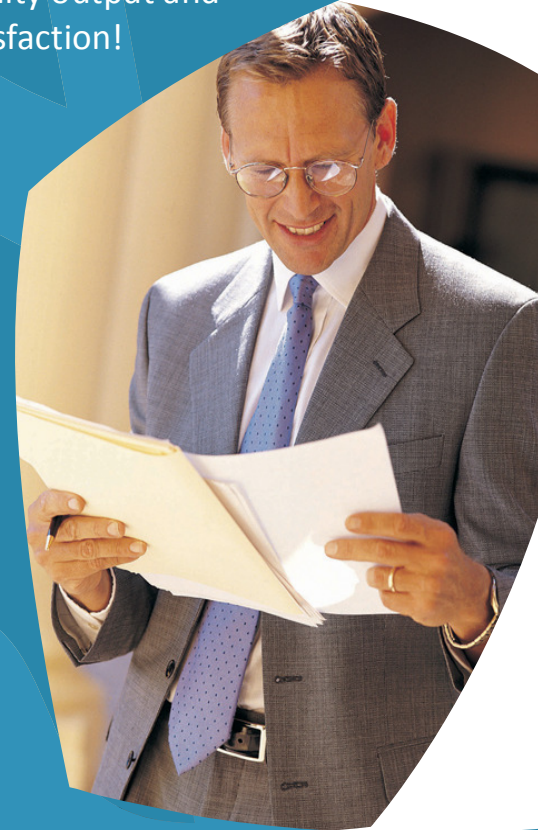
<http://www.be-virtual-assistant-wise.com>



Information

FLEXIBILITY, QUALITY PRODUCTIVITY ... Virtual

Assistance is the perfect solution to enhance business flexibility, increase productivity and support quality output and satisfaction!



When do You Need a Virtual Assistant?

When you do not have enough time to run your business effectively and you are so busy fighting the fires that you barely have the time to grow and expand your business.

When your business is running you instead of you running it and you are bugged down by too many routine tasks that need to be done on a daily basis.

When you don't have a work-life-balance anymore and you are so busy on a daily basis and even after hours, that you just don't have time for anything else.

When you want to focus more on your core competencies yet more than half of your time is spend on non-core activities.

When you need assistance but do not have the space and/or additional equipment to consider hiring a person to assist you.



Why Virtual Assistance

- Specialized capabilities and skills
- Reduces stress
- Eliminates administrative hassles
- Frees up time
- Enhances business flexibility
- Increase overall profit
- Improve operating efficiency

Benefits of Hiring a Virtual Assistant

- Only pay for actual time spend on your project
- You need not provide office space or equipment
- No fringe benefits involved
- No tax deductions
- Cumulative cost savings



Hiring a Virtual Assistant Will Unlock Your Business's Full Potential

Hiring a Virtual Assistant requires a different mindset, a change in how you normally conduct your business.

It requires a change from working face-to-face with employees and assistants to working virtually - where most of the time your only contact is a voice over the phone.

If you are a business owner that can adapt to an ever changing environment, wants to remain competitive and grow your business to its full potential, **hiring a virtual assistant might be a good strategic solution.**



Simply use the right process and tools

Be Virtual Assistant Wise will show you the way, visit our web site today!

<http://www.be-virtual-assistant-wise.com>

