



ELEVATE YOUR WORKFORCE

Unlock Your Business Potential with Staffing

What We Do

ASTERY CORPORATION delivers managed virtual assistant services that strengthen operations, enhance client experience, and support businesses across healthcare, real estate, finance, and professional services. We handle recruitment, training, supervision, and performance management—so you receive consistent, reliable support.

Core Services

❖ **Administrative & Executive Support**

Calendar and inbox management, documentation, scheduling, research, and daily workflow coordination.

❖ **Customer Support & Communications**

Clear, accurate, brand-aligned support across email, chat, and phone.

❖ **Operations & Back-Office Support**

Data management, reporting, SOP execution, and workflow optimization.

❖ **Social Media & Marketing Assistance**

Content scheduling, engagement monitoring, research, and brand-aligned coordination.

❖ **Bookkeeping & Financial Administration**

Invoicing, expense tracking, reconciliation, and administrative accounting support.

❖ **Real Estate Support**

CRM updates, lead management, listing coordination, appointment setting, and agent support.

❖ **On-Call Virtual Assistance**

Short-notice, flexible support for urgent, weekend, and time-sensitive tasks.

Healthcare Administrative Support

❖ **Patient Scheduling**

Appointments, reminders, and calendar management.

❖ **QA Nursing (Non-Clinical)**

Documentation review, data verification, and compliance checks.

❖ **Medical Billing**

Charge entry, claims prep, payment posting, and insurance follow-up.

❖ **Medical Coding Support**

Documentation organization and administrative support for certified coders.

Why ASTERY

- Managed, supervised VA support
- Consistent quality and accountability
- Flexible plans for every business size
- Multi-industry expertise
- Clear communication and structured workflow

Contact Us

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