

INSPIRE VA

How a Virtual Administrator Can Help your Small Business

For plenty of small businesses today, those who start up with bold statements and big plans, it's easy to put off the mundane admin tasks required to keep business flowing. It's easy to overlook the paperwork whilst aiming for the top prize, the recognition and the revenue that comes with it.

Every business no matter the size has necessary admin tasks that shouldn't be ignored, in the end they do have to be addressed, this ends up taking valuable time away from the work they do best. This is where a Virtual Administrator can come in handy.

What is a Virtual Administrator?

Think of a virtual administrator as a person who clears your admin backlog, that one that can free up the time your administration work requires.

We handle everything from answering emails, writing letters, typing notes, invoicing, chasing quotes and payments, contacting those potential business leads to updating, collating and refreshing database entries (CRM), proofreading your documents, website content and even posting to social media. Think of all these things and the time it would save you to hire a VA to do this work for you.

A Virtual Administrator works remotely, via email and telephone, no need for office space or in these times social distancing and the rules and regulations that come with it. No need to hire a member of on-site staff, no workplace pension, no holiday pay, no sick pay— think of the savings.

You don't have to have a VA working for you every day, it can be twice a week, once a fortnight even once a month whatever your business needs.

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The Benefits of Using a Virtual Assistant

Is a Virtual Administrator a good fit for your business? Here are 4 of the biggest and best benefits to using our services:

1. Saving your Business Time and Money

Think how much time it takes to complete the tasks we have mentioned above, work out how much this would cost you – say 2 hours of a VA's time against 2 hours of yours?

For example: If your earning say £250 a day for 8 hours of work but you need 2 hours to complete everyday admin tasks that's a loss of 25% of your daily earnings – imagine if you have to do this every day that's a potential loss of over £300 per week, more than a days' pay!

Hiring a VA can save you money in the long run, with specific hourly rates and speedy delivery it will take them less time to complete the tasks and leave you to focus on the work you do best.

Think about your budget, how much you can afford to pay to get those necessary, important admin tasks done, there are no employee contracts, no HR policies, no PAYE set ups or long-term contracts.

“We only charge for the work we do to the hours you set, there are no hidden costs, we discuss and prioritise with you to make an informed decision on the necessity and order of the work you need.

Think of a VA as an investment, helping to keep your costs down whilst giving you the extra time to grow your business.

2. Rely on an Expert

We have over 25 years of administrative history, we are used to carrying out the everyday admin tasks no matter the size, there's a routine, each VA has their own skillset and this is an advantage to any company, the bones of good administration is the knowledge that comes with experience.

As your business grows and develops, you'll more than likely need more help, you may not be ready or able to hire a full-time administrator.

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3. A Personal Business Relationship

Our relationship with you is simple, it's the simple things we do to make your life easier, the more work we complete for you the more our working relationship grows, and the trust develops. Remember, you control the work we do, and we control how we do it, it's as easy as that. A good working relationship comes from great communication.

4. Here to Help

No matter the task, no matter the urgency, no matter how big or small the work is whether it's one hour a day, one hour a week or more we are here to help you and your business.

Give it a try, a VA can help to turn around your day, leaving you more time to think about projects, to dedicate to your client base and to keep your business growing.

We are here to help www.inspireva.co.uk

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