

Top 50 Things That You Can Get An Overseas Virtual Assistant (VA) To Do For You

We've created a helpful list of the things that you can get a VA to do for you in your business or for your personal needs.

Accounting



- ☐ Bookkeeping and accounting

Marketing



- ☐ Lead generation
- ☐ Affiliate marketing management
- ☐ Ad campaign management
- ☐ Online reputation management
- ☐ Content marketing
- ☐ Email marketing
- ☐ SMS marketing
- ☐ Affiliate marketing
- ☐ Influencer marketing

General VA Support



- ☐ Email management and filtering
- ☐ Appointment scheduling
- ☐ Travel booking and arrangements
- ☐ Transcription services
- ☐ Customer support
- ☐ Order processing and fulfillment
- ☐ Product listing and optimization
- ☐ Analytics and reporting
- ☐ Event planning and coordination
- ☐ HR and recruitment support
- ☐ Employee training and development
- ☐ Data cleansing and verification
- ☐ Survey creation and analysis
- ☐ Quality assurance and testing
- ☐ Software development and testing
- ☐ App development and testing
- ☐ IT support and troubleshooting

Social Media and Design



- ☐ Social media management
- ☐ Website design and development
- ☐ Content creation
- ☐ Blog management
- ☐ Graphic design
- ☐ Video editing and production
- ☐ SEO optimization
- ☐ Presentation creation
- ☐ Proposal writing
- ☐ Podcast production
- ☐ Audio editing and production

Research



- ☐ Online research
- ☐ Keyword research
- ☐ Market analysis and research

Management



- ☐ Data entry and management
- ☐ Calendar management
- ☐ E-commerce management
- ☐ Inventory management
- ☐ Project management
- ☐ Database management
- ☐ Cloud computing management
- ☐ Virtual desktop management
- ☐ Website and server security management

We've added a checklist for you to tick off as you run through the list, so feel free to tick away!

