

# BENEFITS OF HIRING A VIRTUAL ASSISTANT FROM THE PHILIPPINES



Hiring virtual assistants have many benefits especially to you and your business. They are generally cheaper than domestic employees and can offer the flexibility to multi-task across many aspects of your business. There are also various virtual assistant companies that can help make the hiring process easier.

Traditionally, virtual assistants were self-employed individuals who specialized in doing specific tasks. However, as the virtual assistant industry grew, you now have virtual assistant companies that provide you with virtual assistants for a range of services like:

- Customer support
- Administrative tasks
- Social media marketing
- Data entry and management
- Accounting and bookkeeping
- [And over 90 other tasks!](#)

## The Top Five Reasons To Hire A Virtual Assistant For Your Business

### 1. Reduced Costs

Most business owners and entrepreneurs hire virtual assistants to reduce their overhead costs. Instead of hiring a full-time employee to do a small job, you can hire a virtual assistant to do it for you. As they usually charge on an hourly or task basis, you only have to pay them for work that's actually done.

Additionally, as they're working remotely, you won't have to pay for overheads like their internet connection, laptop or other office space related expenses.

### 2. Increase Efficiency By Outsourcing Non-Core and Administrative Tasks

By outsourcing your non-core activities to a [virtual assistant with the right skill set](#), you don't have to worry about managing these activities in-house. This lets you invest your time and resources into tasks that need to be done by your in-office team.

### 3. Offer 24/7 Customer Service

Most businesses have customers spread across the globe. And you can hire virtual assistants across the globe to cater to different time zones. This way, you and your staff can maintain a good work-life balance while still being able to attend to customers 24x7!



#### **4. Improve your products and services**

Virtual assistants can help improve the product and services you offer in the market by being your eyes and ears in the market and throughout your customer base.

#### **5. Maintain a Killer Online Strategy**

Virtual assistants are a fantastic resource in this area. All things digital are, by nature, online and 'virtual', so the concept of having a virtual person implementing and maintaining this strategy for you is easier to get your head around.

#### **How Do You Find Freelancers on Fiverr?**

Fiverr is one of the Famous and Organized websites and that is why we ideally recommend it. When you go to the Fiverr website, you can quickly sort the type of work you need. You can sort by selecting one of the categories depending on the service you need.

1. Graphics and Design
2. Digital Marketing
3. Writing and Translation
4. Video and Animation
5. Music and Audio
6. Programming and Tech
7. Business
8. Fun and Lifestyle.

You can sort by the type of work you are looking for, delivery time, price range, seller status, gender, purpose, language, accent, age range, seller level, what the service includes, seller language, seller location, and more.

Fiverr has its unique way of getting you closer to hiring your VA because you can browse through all qualified profiles and instead of posting a job post and receiving lots of applicants, you can have an idea of what you have in mind and services you need and just go through the website options and look through the candidates' profiles.



## **Hiring Basics of Hiring a Virtual Assistant through a platform called Fiverr.**

4 Easy Steps To Find A Freelancer: Use Fiverr's search and side filters, to find the right freelancer for your project. Once you've found a service you'd like to order, click the gig. Choosing the right freelancer is easy:

1. Check out the freelancer's work samples.
2. Check out the feedback from buyers like you.
3. Choose the package that best fits your needs.
4. Contact the freelancer with any questions to make sure they are aligned with your expectations.

## **Hiring through Upwork.**

Another great Website to hire competitive freelancers is Upwork

If you're looking to hire a remote worker, [Upwork](#) is a great place to start. It's over-saturated with talented freelancers in several industries. Not to mention, Upwork freelancers list their services for affordable prices and they have several measures in place to make sure the platform is fair and reliable.

One of the biggest benefits of using a platform like Upwork is you can complete all of your communication through the Upwork platform.

In other words, you have a shared space with you, the client, and the freelancer to share files, communicate in real time via chat, video, or text, and you can even access the information on the go via the [Upwork mobile app](#).

Additionally, you can use Upwork's video conference and chat features to interview your final candidates. When it comes to hiring a quality freelancer, Upwork has thought of it all to make sure you're getting the best of the best or at least have the tools in place to hire an excellent freelancer.



## **Hiring through Referrals (Word of Mouth)**

Clients trust their friends.

This is why word of mouth is also an effective way of getting the right Virtual assistant for your business since the person referring usually will refer to the best person they know who can do the job for you. It also is very efficient since you can avoid all the hassle of going through recruitment, job postings, etc.

By simply having the right candidate scheduled for an interview right away, you can save time by meeting the person and getting to know what services they can offer you and set proper expectations. You can also gauge how well equipped they are based on their work experiences. Mostly these candidates already have an idea on what they need and based on studies, 92% of consumers believe the suggestions from friends and family.

## **How can the VA help you?**

- Organize and manage emails using Gmail
- Respond to customer reviews and feedbacks
- Manage social media accounts (posting, monitor comments and messages on IG, FB, Twitter, Linked-in, Youtube)
- Manage client's calendar and schedule appointments for consultation using google calendar and calendly | Trello- to create visual boards, keep track of meetings
- Zoom, Google Meet, Skype, Ms Teams for online meetings and consultation
- Creating or processing sales orders using clients website (shopify, amazon, etc)
- Customer Service via Chat support/email
- Create and Design marketing materials using Canva
- Follow-up on documents and organize Google Drive
- Create and Build Google forms and Jot forms
- Basic video editing, transcript proofreading
- Over-all General admin and manage clients Database (CRM)
- Data-entry



There are several softwares you can use for monitoring your VA or your team, Apps like

- [Teamviewer](#)
- [AnyDesk](#)
- [Time Doctor](#)
- [Screenshot Monitor](#)

When looking for a freelancer to join your team or to complete one-off projects, you have several options other than the ones mentioned above, you can visit these top rated websites.

### **What Management Software should I use?**

There are plenty of software you can use these days and I have included couple software to choose from

- [Trello](#)
- [Monday.com](#)
- [Asana](#)
- [Teamwork](#)

Click [here](#) for more..

If you are Interested in getting a direct contact and avoid the long process of your search for a Virtual Assistant,

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