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Virtual Assistant by Ontimeworker.Com by [On Time Worker](#)

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In recent years Virtual Assistants have also worked their way into many mainstream businesses and with the advent of VOIP or other services such as Skype it has been possible to have a Virtual Assistant who can answer your phone remotely without the end user's knowledge. This allows many businesses to add a personal touch in the form of a receptionist without the additional cost of hiring someone.

A virtual assistant (typically abbreviated to VA, also called a virtual office assistant) is generally self-employed and provides professional administrative, technical, or creative (social) assistance to clients from a home office. Because virtual assistants are independent contractors rather than employees, clients are not responsible for any employee-related taxes, insurance or benefits. Common modes of communication and data delivery include the Internet, e-mail and phone call conferences, online work spaces, and fax machine. Professionals in this business work on a contractual basis and a long-lasting cooperation is standard.

A virtual assistant (VA) provided by "On Time Worker"™ does research, general admin tasks, personal tasks, reconciliation of data, and checking emails. As like other regular workers, they will be working for 8 hours a day, 22 days a month, and 176 hours a month. They will get a compensation of \$1200 per month. Communication process in this kind of job happens via Skype, Google talk, Email, or phone.

Depending on what your specific needs are, a virtual assistant can help with any number of regular but important tasks. Here are just some possible uses.

First is for research. Research is useful both in academic and industrial situations. This time, VA helps gather information that experts need to have including academics needing to publish as part of their job descriptions, and industrial researches needing to keep their companies competitive. Research should be fully qualified to be accurate and effective. In academic situations, these would be advanced/graduate students, and in industrial situations, these would be highly trained but lower-level staffers.

Next is the general administrative task which is very useful in large office settings. VA takes advantage of the fact that many of these tasks are now performed online, requiring fewer people to be physically present – a saving of manpower and money. He also helps in organizing and assigning daily necessary tasks such as managing budgets, managing personnel, assisting with correspondence, maintaining websites and related IT tasks, and arranging travel plans where necessary.

Virtual Assistant also deals with email, how much is sent and received daily. VA can help out the company by reading the daily flow as it comes in, and prioritizing messages that are more important than others. Also, providing summary reports of emails that executives can use to decide which to answer, and responding themselves where appropriate (in form letters, etc.).

Moving on, VA also assists in reconciling data. He receives reports supplied by Data Processors, interprets and reports on significant findings, and helps end-users use this information to make intelligent decisions.

Good thing about Virtual Assistants is that they are capable of helping the manager with his personal tasks depending on specific needs. VA would handle tasks such as doing necessary

shopping, making travel arrangements, scheduling and keeping luncheon “ or similar “ meetings, reminding manager about important dates, calls to make, reports to prepare, etc., and keeping track of the time spent on specific jobs and using this information to prepare expense reports, budget revisions, etc..

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