

**Main tasks you require and hours:**

Administration: hours:

- Email management
- Calendar management

Social Media hours:

- Account creation
- Content management

Media Hours:

- Edit videos
- Edit podcasts

Website

- Add new pages and content
- Write Articles

Human Resource

- Employ staff
- Manage payroll
- Provide training for staff

Graphics

- Logo Design
- Newsletter Templates
- Media Templates

Accounts

- Data entry
- Bookkeeping

**What other tasks you need your virtual staff to perform:**

- Edit Videos
- Manage your membership program
- Manage your social media channels
- Create content for your social media pages
- Update your website

- Send e-mail newsletters
- Create business graphics
- Manage your CRM system
- Manage your emails on your behalf
- Manage your calendar
- Travel Planning and Reservation
- Manage your projects
- Create training manuals
- Upload Videos in YouTube
- Monitor your email accounts
- Basic Bookkeeping
- Diary Management
- Customer support
- Data Entry
- Online Store support
- Email Handling
- Market Research
- Database Management
- Keyword Research
- Affiliate Management
- WordPress Maintenance
- Customer Phone Surveys
- Quality Checking and Assurance
- Report Generation and Analysis
- Transcription