

A woman with long dark hair, wearing a white button-down shirt, is smiling and talking on a mobile phone. She is sitting at a desk with a laptop. The background is a blurred office setting. The image is framed by a circular cutout. Surrounding the image are various decorative elements: a large blue pill-shaped shape, an orange circle, a blue circle, and a target-like graphic with concentric circles and orange dots. At the bottom right, there is a large blue pill-shaped shape and an orange pill-shaped shape with a blue circle inside, connected by thin blue lines.

**PRO  
TOPVA**

# Top 50 Tasks to outsource to a Virtual Assistant

Owning, managing and growing a business is a challenging undertaking. **ProtopVA** is here to help you achieve your goals by making remote outsourcing easy, affordable and effective so you can focus on what matters!

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## Virtual assistants can help take some of the load off busy business owners

If you're struggling to handle the various responsibilities that come with owning and managing a business, **ProtopVA** has the solution.

Our remote and talented experts can give you more time freedom by lessening your workload and allow you to focus on growing your business.

**Hiring a virtual assistant is one of the best ways for business owners to overcome stress.**



## Virtual assistants can help take some of the load off of busy business owners

Virtual assistants can **assist entrepreneurs and business owners** in ensuring timely completion of tasks and maintaining consistent attention to detail. All our Vas are fully vetted and carefully selected.

**01**

Scheduling meetings and appointments

**02**

Making travel arrangements

**03**

Managing email and calendar

**04**

Conducting research

**05**

Helping with lead generation and sales calls

**06**

Providing customer support

**07**

Transcribing audio and video files

**08**

Managing social media accounts



# Allow Your Virtual Assistant to Help With Content Management

Entrepreneurs **struggling with marketing** tasks such as content creation and design may benefit from a virtual marketing assistant.

VAs can handle these duties, **freeing up time** for business owners to focus on other aspects of the business.

**09**

Creating and editing documents

**10**

Sending and responding to emails

**11**

Booking travel accommodations

**12**

Data entry and database management

**13**

Event planning and coordination

**14**

Ordering office supplies

**15**

Invoicing and managing expenses

**16**

Creating visual content for social media and web



Virtual assistants can be a great **asset for business owners** when it comes to managing content and designing graphics.

However, their capabilities don't stop there. Many of our **remote professionals** can also handle a wide range of personal and **administrative tasks.**



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## Get the help of a virtual assistant to take care of administrative and personal tasks

Business owners often focus so much on the practical aspects of running their businesses that their **personal obligations** can fall by the wayside.

A virtual personal assistant or **virtual administrative assistant** can help with these tasks and offer relief in some unexpected ways, including:

**17**

Creating and maintaining a budget

**18**

Generating reports and presentations

**19**

Providing tech support and troubleshooting

**20**

Setting up and managing online accounts

**21**

Providing general administrative support

**22**

Drafting and proofreading documents

**23**

Sending out marketing materials

**24**

Providing concierge services



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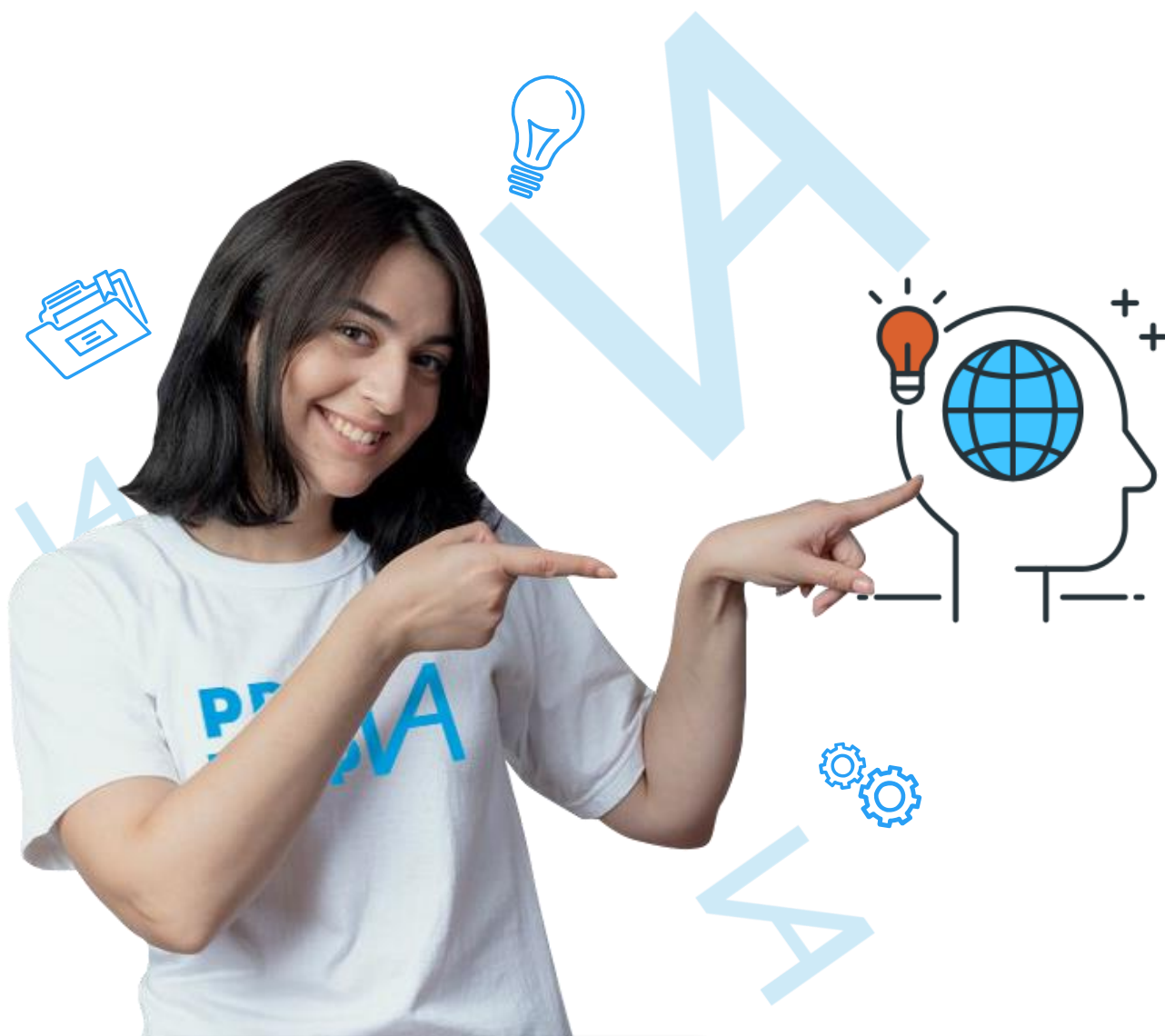


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Investing in a **high-quality virtual assistant** service can be a gamechanger for business owners.

With the help of a virtual assistant, you can balance your professional and personal responsibilities, and **avoid the stress** of handling too many administrative tasks on your own.



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## Virtual Assistants Can Assist With Customer-Facing Tasks

There are **many benefits** to hiring a virtual assistant, but one of the most important is ensuring a better customer experience.

Virtual assistants can help improve customer experience in a variety of ways, **such as:**



**25**

Scheduling and coordinating interviews



**26**

Monitoring and responding to online reviews



**27**

Handling incoming calls and inquiries



**28**

Conducting market research and analysis



**29**

Creating and implementing marketing strategies



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# Virtual Assistants Can Provide of a Better Customer Experience

There are **many benefits** to hiring a virtual assistant, but one of the most important is helping with marketing and ensuring better customer experiences.

Virtual assistants can assist with **marketing** and **improve customer experience** in a variety of ways.

**30**

Preparing and sending out newsletters

**31**

Coordinating with team members and external collaborators

**32**

Providing translation services

**33**

Processing and managing invoices and payments

**34**

Developing and implementing policies and procedures

**35**

Organizing and managing databases

**36**

Creating and maintaining a project schedule

**37**

Marketing performance analysis

**38**

Conducting virtual meetings and conferences

**39**

Booking and coordinating events and conferences





## 40

Providing technical support and assistance



## 41

Developing and maintaining a website



## 42

Can help you with Bookkeeping



## 43

Monitoring and analyzing website traffic and metrics



## 44

Staying current with marketing trends and tools.



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**45**

Developing and implementing a social media marketing plan

**46**

Conducting market research and surveys

**47**

Providing personal assistance

**48**

Managing and organizing physical and digital files

**49**

Assisting with recruiting and hiring efforts

**50**

Email marketing and mailing list management



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As a business owner, you may feel **overwhelmed** by the number of tasks you must complete every day to keep your business running.

However, **you don't need to handle everything yourself.** You can delegate some of these tasks to a dedicated virtual assistant.



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# Take Advantage of Virtual Assistant Services to Grow Your Business

Don't lose productivity by trying to do too much yourself - hire a **Virtual Assistant from ProtopVA**. Our VAs are bilingual and very familiar with working in the US, Canada and the rest of the world..

Don't let a lack of time hold your business back from reaching its potential. **By hiring a capable and vetted remote professional** you can take some of the load off. Plus, they're much more affordable than hiring a full-time employee.



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**BOOK A CALL!**



**ProtopVA** offers online virtual assistant services to help business owners with a variety of tasks.

**Book a call today** with one of our specialists to learn more about how we can help you!



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# Stop worrying about productivity...

Hire a Virtual Assistant from **ProtopVA**. Our bilingual VAs are **experts in both** the US and Latin American markets, so they can help you with any refunds, exchanges, or cancellations you need.

We have a **wide range of skilled and experienced people** in **ProtopVA** who can help you with what you need.



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# There are many reasons to hire a Virtual Assistant from ProtopVa. Here are just a few:



## 01

### Careful selection process

We have a thorough selection process to ensure we hire the best candidates.



## 02

### Fully Bilingual

Applicants must pass an English proficiency test to ensure they meet the required standards.



## 03

### Available and working in US time zone

Our remote Latino experts are based in nearshore countries with similar time zone.



## 04

### Skilled, Talented and Experienced

All our virtual professionals go through rigorous application process to prove they have the necessary skills.



## 05

### Degree Holders

Most of our candidates hold a bachelors degree and excel in time management and problem solving.



## 06

### Experienced Professionals

Prior working experience has equipped our VAs with knowledge and skills to handle a wide range of tasks and projects.



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