



**HIRESMART**  
Virtual Employees

# 47 TASKS VIRTUAL EMPLOYEE CAN DO FOR YOUR BUSINESS



## PHONE TASKS

1. Perform light receptionist duties and phone support
2. Transcribe voicemails



## EMAIL MANAGEMENT & COMMUNICATION

3. Screen emails
4. Add people to contacts
5. Update contact information
6. Add contacts to CRM



## CALENDAR MANAGEMENT

7. Coordinate and schedule calls and appointments
8. Confirm appointments
9. Provide reminders about calls and appointments
10. Reschedule calls and appointments
11. Provide notice of schedule changes to others
12. Protect time
13. Send and maintain a "pending list"
14. Inform significant others when you will be out of town



## ACCOUNTING

15. Maintain the books
16. Create and send invoices
17. Chase down payments



## BUSINESS DEVELOPMENT

18. Research leads on LinkedIn
19. Find email addresses
20. Design presentations



## MANAGEMENT

21. Assemble reports
22. Help to recruit employees



## OPERATIONS

23. Fill out online forms
24. Take notes from webinars
25. Convert files
26. Conduct research
27. Set up projects in your project management system
28. Handle file management
29. Schedule social media
30. Proofread and edit letters, blogs and presentations
31. Maintain a virtual assistant manual



## TRAVEL

32. Research flights
33. Research hotels
34. Book flights and hotels
35. Research transportation options
36. Book transportation
37. Arrange for events
38. Suspend newspaper or mail



## PERSONAL ERRANDS

39. Make personal restaurant reservations
40. Make purchases
41. Research and send gifts
42. Manage the logistics for your hobby
43. Track down problem orders
44. Manage the family calendar
45. Schedule medical appointments
46. Pay personal bills
47. Call stores to get information

## HIRING SERVICE TIP

Identify the tasks in your business that would be best to outsource. Focus on tasks that do not require your expertise. Ask yourself if the task is the best use of your time or would be better done by some one else?

**Book an Appointment: [www.HireSmartVirtualEmployees.com/Appointment](http://www.HireSmartVirtualEmployees.com/Appointment)**