

What is a Virtual Assistant

Virtual Assistants are home-based entrepreneurs or home based employees who provide business professionals with a wide range of office tasks, from administrative support to web design & maintenance. Virtual Assistants are able to provide professional, creative assistance without ever having to go into the client's office. They work in a virtual environment by communicating and working using advance technology, such as email, fax, internet and interactive web conferencing. A virtual assistant will work with their clients to help alleviate some of these administrative tasks, allowing them to free up their time to concentrate on generating revenue and building their businesses.