WHAT IS A VIRTUAL ASSISTANT?

You may have heard people talking about Virtual Assistants a lot lately with many people working remotely but you're still mystified by what one is or does. Put simply, a Virtual Assistant (or VA for short) is a self-employed independent contractor engaged to provide various administrative, creative or technical support services to small or medium businesses.

Some key differences between a VA and an employee are:

- a VA works from an offsite location (usually their home) as an independent contractor;
- a VA is paid only for the hours worked on your tasks;
- there are no associated employee costs (i.e. superannuation, workers compensation etc); and
- a VA has the flexibility to work with your schedule and ensure the work is completed within timeframes set by you.

Most importantly, a VA can take ownership of the tasks that take up your valuable time, ensuring you can focus on putting your energy back into your business or personal life.

If you're thinking about engaging a VA, get in touch today to find out how Job Done Executive Support can help you!