

Understanding How Virtual Assistants Work by Teresa Morrow

In the world of virtual assistants, there are variations. The variations come from the diverse backgrounds, expertise and knowledge one person may have compared to another. In turn, with the diversity also comes common attributes that are carried throughout the virtual assistant industry. These commonalities help others develop a deeper comprehension of virtual assistants.

* Virtual assistants, simply put, are individual professional business owners who have experience and expertise in administrative, technical, accounting, and/or marketing jobs in order to handle these aspects for other business owners.

* Virtual assistants are themselves business owners and not employees of their clients. They are professionals who focus on working with you and not for you to help reduce the stress of administrative, technical, or marketing tasks in your business.

* Some virtual assistants choose to work with one client full time while others work with several clients on a per project or per hour basis.

* Like most business owners, virtual assistants specialize in one or two predominant areas of expertise. In some aspects, a few virtual assistants will form joint partnerships or strategic alliances to offer a full range of services & help grow each other's business.

* Since a virtual assistant is not an employee of your business, you don't have to pay for overtime, vacation, sick time, or insurance. Also, you only have to pay for the time they work on your projects.

* Generally, the price range for hiring a virtual assistant is between \$30-\$50 per hour. The price range is varied due to the diversity of the skill set of individuals and the type of work to be performed.

* A virtual assistant works for the betterment of your company so they have your best interests at heart. Realizing that if you are not happy with their work, you will find another virtual assistant to take their place.

* Being virtual means that they don't have to be at home or in your office in order to work with you and get things done effectively and efficiently. With the great technology today, you can have a virtual assistant do most any type of work from any where in the world.

* Similar to other business owners, virtual assistants bring with them all the technological office equipment that is needed in order to do their jobs, such as a computer, software, fax, phone, printer, etc. so these items do not need to be provided to them in order for them to work.

With the ever growing realm of virtual assistants, being aware of the different threads running through the industry helps you understand more about virtual assistants. They own their business and are accomplished in their specialized areas of expertise and knowledge skill sets. Virtual assistant enjoy their work and work to help you grow your business. When you thinking about hiring a virtual assistant, realize the diversity and commonalities in order to further understand the attributes they possess.