



VIRTUAL ASSIST  
MANCHESTER

## **LIST OF SERVICES**

## LIST OF SERVICES - VIRTUAL ASSIST MANCHESTER

Below is a detailed overview of my services provided, organised by key service areas. Each category outlines tasks and descriptions to demonstrate the scope of support available. This is not a definitive list, if there is a service you don't see below, please don't hesitate to contact me to discuss your requirements [sarah@virtualassistmanchester.com](mailto:sarah@virtualassistmanchester.com).

### General Administration



- Diary management
- Organise, virtually attend and coordinate meetings
- Record and distribute minutes and actions
- Point of contact for the business (check emails a.m. and/or p.m.)
- Organise external lunches and dinners
- Liaise with customers and clients (method and frequency agreed)
- Document creation and management
- Proofreading and editing documents
- Project management (tools and platforms defined; deliverables: timelines, trackers, status updates)
- Data entry
- Manage expenses (monthly report submitted)
- Chase invoice payment
- Digital declutter and file management (file and folders structured, archiving and unsubscribing)

### Research



- Research best software and provide business case
- Source pricing for products or services
- Locate professional services such as accountant or lawyer
- Research competitors and marketplace benchmark summary reporting
- Research materials for presentations, proposals, and reports

### Travel and Logistics



- Book train and hotel
- Find best price flights and book
- Arrange transport to/from station or airport
- Coordinate travel itinerary

## Events, Networking and Pitching



- Set up events online (Eventbrite or similar)
- Event promotion – client will provide brief and draft content, I will monitor uptake, clicks and report on popularity
- Research and source networking, pitch, and speaking events. Client to provide scope, budget, date, contacts, hashtags, etc.
- Draft and create event materials – client to provide brief

## Social Media



- Create social media posts from clients' drafted content
- Post automated content from clients' drafted content
- Monitor and report on post engagement
- Create and maintain social media calendar