

## Why Choose a Virtual Assistant?

Most, if not all, businesses need secretarial or administrative support. Unfortunately not all can afford, or need, to take on a permanent member of staff from start-up. Whether you are a large business looking to outsource projects or overload work - if you can only afford to employ staff on an occasional basis a Virtual Assistant is your best bet. Here's why:

- Using a Virtual Assistant can:
  - Help you create a professional image and make your business seem larger than it is
  - Free up much of your administrative time and allow you to concentrate on what you know best, by being a one-stop-shop for all aspects of your office management, secretarial and administrative needs
- No employment costs (NI, tax, sick pay, holiday pay)
- No training is required, saving you time.
- Because VAs work on an “as needed basis” and only when you have work, hiring a VA can save you money. Clients only pay for the work done and as they need it.
- You eliminate the need to deal with personnel issues or employment law issues
- You vastly reduce overhead costs (office space, equipment, furniture etc.)
- When you employ the use of a Virtual Assistant there are no hidden costs, so you can budget effectively.