100

VIRTUAL ASSISTANT SERVICES

you can offer

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What exactly is a
VIRTUAL ASSISTANT?

Virtual assistant aka "VAs" are the self-employed individuals that carry out a wide range of administrative or technical tasks to individuals and businesses.

Of course, being 100% virtual, all of this work is done online, which gives virtual assistants the ability to work totally remote and from anywhere around the world.

Basically, as long as you've got a decent laptop, a strong Internet connection, and a committed attitude – you're already at least 80% there.

Not sure what to offer? We've listed down 100+ services that you can offer as a VA (and get paid for!).

Let's get started!

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WRITING

1. Writing blog posts

2. Writing eBooks

3. Writing or editing audio/video transcriptions

4. Writing social media posts

5. Writing email newsletters/email funnels

6. Website/sales page copywriting

7. Ghostwriting

8. Writing product descriptions

9. Writing proposals

10. Writing scripts

11. Guest posting

12. Writing email courses

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ADMIN/ MANAGEMENT

13. Customer service through email or chat
14. Monitoring and responding to emails
15. Managing blog comments
16. Managing social media comments
17. Live webinar assistance
18. Order fulfillment
19. Ordering supplies
20. Ordering, packaging, and sending gifts to clients
21. Writing job listings
22. Repurposing content
23. Taking meeting minutes
24. Managing blog editorial calendars
25. Following up with leads/clients
26. Guest post screening
27. Managing online communities
28. Optimizing blog posts with images, linking to other blog posts, and adding CTAs (Call to Actions)
29. Giveaway management
30. Managing payments and invoicing
31. Handling payroll
32. Processing orders and refunds

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GRAPHIC DESIGN

33.   Creating graphics for blog posts

34.   Photo editing

35.   Creating slides for webinars or workshops

36.   Designing business cards, flyers, logos, menus, signage, etc.

37.   Creating social media graphics or Pinterest pins

38.   Creating brand style guides

39.   Designing eBooks or PDFs for newsletter opt-ins

40.   Creating GIFs

41.   Creating logos

42.   Creating packaging design

43.   Creating infographics

44.   Designing email templates

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DIGITAL MARKETING

45. Formatting blog posts

46. Updating websites and plugins

47. Website security and backups

48. Website SEO

49. Webinar setup

50. Analytics reporting (Google Analytics, email, social media, etc)

51. Setting up goals in Google Analytics

52. Setting up UTM goals to track website traffic

53. Setting up or managing email lists

54. Setting up newsletter opt-in forms and sequences

55. Setting up secure websites (https)

56. Database creation and management

57. Setting up eCommerce shipping rates

58. Web design/maintenance

59. Creating surveys and online forms

60. Creating and managing affiliate programs

61. Digital course creation

62. Producing and managing marketing campaigns

63. Managing ecommerce sites

64. Setting up sales funnels

65. Lead generation

66. PPC management

67. Outreaching for backlink opportunities

68. Managing outreach campaigns

69. Organizing and maintaining inventory levels

70. Inventory forecasting

71. Creating marketing reports

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SOCIAL MEDIA

72.   Scheduling social media updates

73.   Creating and managing Pinterest accounts

74.   Creating and managing promoted Pins

75.   Creating Facebook ads

76.   Managing Facebook groups

77.   Setting up and managing LinkedIn groups

78.   Creating social media polls

79.   Scheduling Pinterest pins via Tailwind

80.   Creating and managing Instagram posts

81.   Responding to social media messages

82.   Scheduling messages in ManyChat

83.   Scheduling Messenger campaigns

84.   Managing Instagram Direct Messages

85.   Replying to comments

86.   Outreaching to influencers

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RESEARCH

87. Researching keyword opportunities

88. Researching guest post opportunities

89. Product research

90. Market research

91. Software and program research

92. Product price comparison

93. Licensing research

94. Patent research

95. Competition research

96. Creating SWOT analysis

97. Sponsorship research

98. Product sourcing

99. Researching and summarizing industry news

100. Hashtag research

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