100+ Tasks a Virtual Assistant Can Do

What types of tasks can a Virtual Assistant do?

Here is a list of 100+ tasks a virtual assistant can do, but remember that most virtual assistants can't and don't do everything. You will find many virtual assistants that specialize in one specific area. There are many other functions a virtual assistant can serve, depending on the nature of their business or client's business.

If you think of tasks not on this list, great! This list is meant to get you thinking about what you can offer in your business and even what you don't want to offer.

Administrative Support

→ Appointment Setting

→ Blog Comment Management and Response

→ Blog Posts

→ Build Spreadsheets (Excel)

→ Business Card Scanning/Database

→ Calendar Management

→ Compile Mailing Lists

→ Conference Calls & Follow-up Calls

→ Conference Room & Meeting Space Rentals

→ Contact Updates & Tracking

→ Correspondence Preparation

→ Customer Support

→ Data Entry

→ Email & Mail Campaigns

→ Email Organization/Review

→ Fact-Checking/Finding

→ Fax/Scan Documents

→ Filing

→ Follow-up & Thank You Letters/Cards

→ General Reminders

→ Generate Reports

→ Idea Creation for blogs, newsletters, and general brainstorming

→ Inventory Tracking

→ Mailbox Services

→ Meeting Arrangements

→ Motivation/Accountability

→ Networking Research

→ Order Supplies

→ Phone Answering

→ Phone Support (Answering & Screening)

→ Prepare Newsletters

→ Presentations (PowerPoint or another format)

→ Search Engine Optimization (SEO)

→ Snail Mail Management & Forwarding

→ Technical & Training Support

→ Transcription

→ Travel Arrangements

→ Voicemail

→ Website Content Updates & Management

Bookkeeping

→ 1099s

→ Accounts Receivable

→ Accounts Payable

→ Budget Creation

→ Create Time Tracking Systems

→ Create Project Tracking Systems

→ Financial Reports

→ Invoicing

→ Monitor Cash Flow

→ Payroll

→ Quarterly Taxes

→ Reconciling of Bank Accounts

→ Vendor Payments

Data Processing & Contact Management

→ Compile Reports

→ Create Databases

→ Create Labels

→ Create Targeting System

→ Formulate Targeting System

→ Import & Export Files (Multiple Programs/Formats)

→ Merge & Purge Files

→ Organize & Store Information

→ Retrieve Information

→ Update Records

Event Planning

→ Call Center Support – Live Phone Support

→ Collate & Ship Meeting Materials

→ Create & Send Emails/Snail Mail Announcements/Invitations

→ Create Custom Database

→ Create Meeting Materials

→ Follow-up with Non-Responders

→ Manage Guest Lists

→ Overall Event Planning

→ Receive & Track Responses

→ Research & Order Giveaways

→ Thank-You Letters

→ Track Attendees

→ Via Phone, Fax, Email, & Web-Integration

Marketing

→ Backlink Building

→ Coordinate Research

→ Create & Distribute Questionnaires/Surveys

→ Create & Maintain Press Release Database

→ Create Marketing Calendar

→ Design & Create Emails

→ Distribute Press Releases

→ Make Follow-up Calls to Leads/Clients

→ Manage Social Media

→ Manager AdSense Accounts

→ Place online advertisements

→ Send Snail Mailings (specials, announcements, holiday cards)

→ Social Media Strategy

→ Strategy for Email Campaigns

→ Track Google Analytics and other metrics

Personal Services

→ Errands

→ Grocery Shopping

→ Mail Pickup

→ Meal Planning

→ Other Shopping

→ Simple Food Prep

→ Vacation Planning

Project Management

→ Client Consultation

→ Create Project Budgets

→ Develop Project Timelines

→ Hire Screening/Team Management

→ Manage Communication & Team Meetings

→ Organize Project

→ Task Management and Delegation

→ Vendor Analysis & Selection

Research

→ Competitor Research

→ Product Research

→ Speaking Engagement Research

→ Topic Research

Specialized Services

→ Copywriting

→ Graphic Design

→ Virtual Receptionists

→ Web Design

Feel free to add any of your own not on this list: