



Are You Ready To Partner With A VA?

Is getting bogged down with back office work hindering you?

Does everything run smoothly in your office?

Do you get stuck with working in your business instead of working on it and leading it? LinksVA offers personal assistance, virtual assistance and business support when you need it most.

We can review your processes to ensure they work as streamlined and functional as possible providing you with a work flow diagram that will be simple enough to enable you to spot issues but detailed enough to enable you to spot the answers.

We can also take care of your back office work, administration, book-keeping and social media. Whether it is for a couple of hours, a couple of days or a couple of months, we can give you those extra hours in a day that you need. We are happy to help you with a one off project or on a regular basis. We can also offer you a telephone answering facility so you need never miss another important call.

Working with LinksVA is like having an extra member of staff without the headaches and cost of hiring one. No desk or chair needed, no NI to pay, no sick pay, no pension contributions, no extended lunch hours, you pay for only the time worked.

If you are not sure if working with a virtual assistant is for you, don't worry our first consultation is free and we can guide you all the way.

You choose where you need support

- Bookkeeping
- Email Management
- Copy and Audio Typing
- Excel, Word Documents
- Presentations
- General Administration
- Data Entry
- Data Capture
- Event Support
- Project Work
- Research
- Report Writing
- Diary management
- Travel Organisation



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- Facilitation
- Social Networking
- Blog Writing
- Copy Writing

If the service you require is not listed, please ask – it doesn't mean I don't provide it.