



# PROFILE OF A VIRTUAL ASSISTANT



## NATIONAL AVERAGE SALARY

# \$52,000 PER YEAR



RANGES FROM  
**\$17,000 - \$122,000**

### JOB DESCRIPTION



The goal of a virtual assistant (VA) is to perform various administrative tasks for individual professionals or remote-friendly businesses. Tasks can include email management, scheduling, travel arrangements, file updating and record keeping in documents and spreadsheets, marketing research and scheduling, presentation creation, project management, and responding to customer service inquiries.

### SOFT SKILLS

- Relationships & Teamwork
- Logistics & Organization
- Strategy & Critical Thinking
- Writing & Communication
- Research & Mechanics
- Aesthetics & Design
- Technology & Innovation

### SUGGESTED TOOLS

- Word Processing and Spreadsheet Software: Microsoft Office, Google Suite
- Online Calendars and Scheduling Software: Microsoft Outlook, Google Calendar, Calendly
- Project Management Software: Asana, Trello, Airtable
- Invoicing: Quickbooks, Freshbooks
- CRM: Salesforce, Zoho, Pipedrive, InfusionSoft
- Video Call: Zoom, Google Hangout

### TYPES OF VIRTUAL ASSISTANTS



- Email
- Calendar
- Travel



- Accounts Payable/Receivable
- Bookkeeping
- Invoicing

- Research
- Billing
- Compliance



- Social Media
- Writing & Research
- Media Relations



### CAREER PATH



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Utah State University is an affirmative action/equal opportunity institution.

BELAY SOLUTIONS

Cris Koenigs, Manager of Contract Services

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