

Do What You Do Best. Let Us Handle The Rest!

iAssist Virtually

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## Do What You Do Best. Let Us Handle The Rest!

Many think that the power in delegation lies in being able to simply assign tasks to someone else. That thought and need is what often brings our clients in the door.

However, once they are engaged, our clients experience the true power of delegation, which is the security and confidence to successfully grow their business as well as prepare for the future.

Working with iAssist Virtually gives you access and opportunity to tap into a vast knowledge resource and tackle projects that are going to propel your business forward.

The real value of our service is knowing that you not only have support, but you feel supported enough to move your business to the next level, even as you are figuring it out and defining what that next level is for yourself.

We bring to your company 20+ years of hands on experience in high level project execution, administrative process, tech integration, digital marketing, and procedures development.



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### **ADMINISTRATIVE SUPPORT**

- o Email Management & Correspondence
- o Scheduling and Calendar Management
- o Electronic Filing and Management
- o Online Research
- o Travel Arrangements
- o Sourcing & Ordering
- o Presentation Creation
- o Creation of Standard Operating Procedure Manuals

### **HUMAN RESOURCE GENERALIST**

- o Recruiting Support and Management
- o Job Description Creation
- o Ad Posting
- o Pre-Screening
- o 1st Round Interviews
- o Offer Letter Presentation
- o Employee Onboarding
- o Welcome package preparation
- o Review document preparation

### **MARKETING SUPPORT**

- o Newsletter Creation & Formatting
- o Contact Management
- o Graphics Creation
- o Copy & Content
- o Blogging
- o Social Media Management
- o Sales Funnel Creation and Integration

### **PROJECT MANAGEMENT**

- o Project Planning
- o Deliverables Scheduling
- o Team Accountability Tracking and Management



# Do What You Do Best. Let Us Handle The Rest!

In our line of business, knowing how to efficiently use all the amazing technology at our disposal is key to our successful operations.

In addition, this proficiency helps us easily adapt to new systems you may look to implement, allowing you the freedom to explore what tools are the best option for your business.

## **Communication - Chat**

- o #Slack
- o Google Voice
- o Google Hangout
- o Zoom
- o Skype

## **Communication – Email Marketing**

- o ActiveCampaign
- o MailChimp
- o Kajabi
- o Convertkit
- o Clickfunnels
- o Actionetics

## **Video & Audio**

- o YouTube
- o Vimeo
- o Libsyn
- o Podbean
- o Soundcloud
- o Stitcher
- o Blubrry

## **Project Management**

- o Asana
- o Basecamp
- o Teamwork
- o Trello

## **Financial**

- o PayPal
- o Square
- o Stripe

## **Email & Calendar**

- o Outlook
- o Gmail
- o Microsoft365
- o Calendly
- o Acuity
- o 10to8
- o Setmore

## **Storage**

- o DropBox
- o Basecamp
- o Google Drive
- o Box
- o One Drive
- o LastPass

## **Creative Tools**

- o Canva
- o Stencil
- o Lumen5
- o iMovie

## **Website, Sales**

## **Funnels, Membership Management**

- o Wordpress
- o Weebly
- o SquareSpace
- o Wix
- o GoDaddy
- o Clickfunnels
- o Karta
- o Leadpages
- o Teachable
- o Thinkific
- o Lifter LMS

## **Social Media**

- o Facebook
- o Twitter
- o LinkedIn
- o Instagram
- o Pinterest
- o LinkedIn
- o YouTube
- o Hootsuite
- o Buffer
- o Tailwind
- o AgoraPulse