

ADMINISTRATIVE SERVICES & VIRTUAL ASSISTANT SUPPORT

Get organized, stay on schedule, and eliminate backlogs with reliable administrative support tailored to your specific business needs.

Ideal For

Small businesses, independent contractors, online businesses, service providers, and sole proprietors.

Service Overview

Professional admin support to keep your day-to-day operations running smoothly. This service handles communication, organization, scheduling, document preparation, and workflow support for busy owners and professionals.

What's Included

- Inbox management & email cleanup
- Appointment scheduling & calendar coordination
- Document formatting, cleanup, & organization
- File management (digital/Google Drive setup)
- Data entry & database updates
- Light customer follow-ups & admin communication
- Workflow setup & simple process organization
- Template creation for recurring tasks

Pricing

- Hourly: \$35/hr.
- Packages: Basic (\$99), Standard (\$250), Premium (\$500)

Basic (\$99) (Perfect for “quick clean-up”, simple tasks, or one-time needs)

What's Included:

- **Up to 3 hours** of admin support
- Inbox cleanup (up to 150 emails)
- Basic email organization & labeling
- Simple scheduling/appointment setting
- Minor document formatting (Word/PDF)
- File cleanup for 1–2 folders
- Light data entry + updates
- Creation of 1 simple checklist or template

- Quick tasks that can be completed within the 3-hour allocation

Best For:

- Business owners who are overwhelmed and need a “reset.”
- Someone behind on emails, scheduling, or documents
- New entrepreneurs needing help organizing files
- People wanting to test the service before upgrading

Deliverables:

- Organized inbox + clear priorities
- Neat, updated files
- A mini admin system to build on

Standard (\$250) (MOST POPULAR for weekly support + mixed admin & HR tasks)

What’s Included:

- **Up to 8 hours** of dedicated support
- Full inbox management throughout the week
- Calendar management + scheduling with confirmations
- Document creation, cleanup, and formatting
- CRM updates (names, notes, follow-ups, tasks)
- Weekly task list & admin priority plan
- Creating or updating simple SOPs/checklists

Basic HR support:

- Drafting job postings
- Posting roles on job boards
- Organizing applicant resumes

Light customer communication:

- Sending follow-up emails
- Responding to basic inquiries
- File organization across multiple folders

Best For:

- Busy professionals needing weekly help
- Small businesses without admin staff
- Entrepreneurs preparing for a launch or event
- Business owners needing both admin + HR tasks done

Deliverables:

- A clean inbox (daily or every other day)
- Updated schedules
- Organized admin systems

- Ready-to-use templates + documents
- Smooth operational flow for the week

Premium (\$500)

(Full-week support — ideal for ongoing operations & project load)

What's Included:

- **Full week of support (up to 15 hours)**
- Complete inbox management (daily monitoring)
- Proactive weekly schedule management
- Handling confirmations, follow-ups, and reminders
- Multi-document creation (PDF, Word, Excel)
- Operations organization:
 - SOPs for recurring tasks
 - Workflow creation
 - Admin system setup

HR + recruiting support:

- Job postings
- Pre-screening
- Scheduling interviews
- Onboarding documents

Customer communication help:

- Follow-ups
- FAQ responses
- Basic CSR overflow

Business tasks such as:

- Vendor communication
- Preparing reports
- Creating spreadsheets
- Light web updates (if needed)
- Setup of digital organization systems (Google Drive or OneDrive)
- Weekly status updates + progress tracking

Best For:

- Business owners with heavy workloads
- CEOs running multiple projects at once

- Small businesses needing an “operations admin.”
- Clients preparing for events, launches, or busy seasons

Deliverables:

- Fully managed inbox + calendar
- Organized systems for long-term use
- Professional, branded documents
- Clear workflows + instructions
- Consistent admin support all week