

VIRTUAL ASSISTANTS

*are the new normal in business,
and they're here to stay.*

**4 ADDMORE
OUTSOURCING**
A DIVISION OF ADDMORE SERVICES LLC

OFFSHORE OUTSOURCING • MANAGED STAFF LEASING • PROJECT-BASED





ADDMORE Outsourcing is a BPO division of ADDMORE Services that partners with various international companies who like to optimize their operations with value-filled resources. Our key focus is to provide efficient services and solutions, streamlining the work flow of our clients, thereby enhancing their business efficiency, productivity and profit.

Working with ADDMORE Outsourcing allows you to increase your focus on what drives success and productivity in your business.

VIRTUAL ASSISTANT SERVICES

We take over the challenging tasks and free up that extra time - enabling you to do what you do best: run your business.

Running a business entails taking on numerous duties and jobs. In many circumstances, you may require assistance on a daily basis. Furthermore, if a company grows, it may require additional efforts to sustain that development. That means you may need to acquire fresh resources in order to prevent overburdening yourself and maintain your firm on track.

This is where virtual assistants may help. Virtual assistants are individuals that work for you remotely and assist you in completing activities that would otherwise consume your valuable time and attention.

Virtual assistants may help you with everything from booking trips and appointments to managing your calendar, doing research and setting appointments. And they can do it all for a fraction of the cost of hiring an in-house staff.



It is important to know what kind of benefits a **VIRTUAL ASSISTANT** can provide your business so that you can make the most informed decision possible.

THE TOP 5 BENEFITS OF HIRING A VIRTUAL ASSISTANT



SAVE TIME: Virtual assistants can perform a variety of activities that you would otherwise be responsible for, such as answering e-mails, organizing meetings, and conducting market research. This frees up more time in your day for other tasks vital to the growth of your organization.



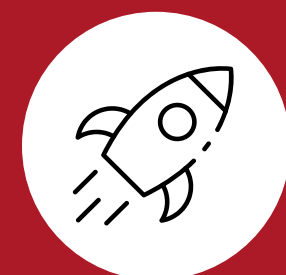
FOCUS ON YOUR BUSINESS: Hiring a virtual assistant allows you to devote more time to business-building activities, such as customer acquisition and product development. You'll also be able to delegate routine jobs so that you don't have to deal with any unpleasant surprises.



FLEXIBILITY: Virtual assistants operate remotely and are able to accommodate your schedule. Whether you require additional assistance during the day, or on nights and weekends.



REDUCED COSTS: Hiring an in-house full-time employee can be expensive and time consuming. A VA can help lower these costs by taking over administrative tasks without needing an office space or benefits package.



BOOST PRODUCTIVITY: If you're feeling overwhelmed with work and not sure how to get everything done, hiring a VA can help boost productivity while freeing up your time so that you can focus on what matters most — growing revenue!

Our highly skilled virtual assistants provide the following

SERVICES



REAL ESTATE VA SUPPORT



DATA ENTRY & ENCODING



TRANSCRIPTION



APPOINTMENT SETTING



RECEPTIONIST DUTIES



FILE & DATABASE
MANAGEMENT



SCHEDULE & EVENTS
MANAGEMENT



ADMINISTRATIVE WORK



ONLINE RESEARCH &
REPORTING



EMAIL & COMMUNICATION
MANAGEMENT

OUR EDGE

ADDMORE Outsourcing's Virtual Assistant Services can assist you in maximizing the benefits of outsourcing in a way that works for your company.



Tailored to your requirements

We provide services that are tailored to your specific goals and budget, allowing you to get the most out of your investment.



Premium Service

Our virtual assistants have years of expertise in a variety of fields, and we take pride in our commitment to customer service, so we will always go above and beyond to ensure that your experience with us is excellent from start to finish.



Cost Efficient

You'll never have to worry about overpaying for something that doesn't align with your business strategy, or underpaying for something that lacks the quality you require.





ADDMORE

to your business, not just your bottom line. At ADDMORE Outsourcing, we are committed to provide the best experience and result that you can only get from a team of highly skilled virtual assistants.

ADDMORE time to your day. Choose from our range of time-saving, cost-effective virtual assistant services and focus on making your business a success.



THANK YOU

Take advantage of the benefits of outsourcing to the Philippines. Contact us today to schedule a free consultation.

[BOOK A FREE CONSULTATION](#)



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