

What is a Virtual Assistant (VA)?

A Virtual Assistant is a self-employed professional who works remotely from his/her own premises providing flexible administrative and secretarial support to businesses and professional individuals, allowing clients to offload some of their routine chores and focus on their core business. Virtual Assistants make use of advances in modern technology to complete assignments via the internet and email, offering a paperless service, as well as traditional methods, such as mail and courier.

The benefits of a Virtual Assistant

A Virtual Assistant is not restricted by location or time and typically works outwith normal working hours and also at weekends, offering a quick and accurate turnaround of assignments within a tight deadline. Clients only pay for the time used, which makes virtual assistance a very affordable, cost-effective yet valuable resource, without adding to your overheads. Taking into consideration today's current economic climate, a Virtual Assistant is, without doubt, probably **the** most economically viable solution to your immediate secretarial needs.

Attention to detail

Most of today's professionals have relatively fast typing speeds; some have especially fast typing speeds - but are they as accurate as they should be? From experience, they are not. They do not have the same attention to detail to grammar, spelling and simple formatting as an experienced secretary would have to give a document a polished finish. Not only that, but by typing your own documents, you are wasting valuable, constructive time which would be best spent on more profitable and important work.

Louise White VA

My name is Louise White and I am a Virtual Assistant based in Airdrie, North Lanarkshire, having established my business in 2006. I offer a proficient transcription, word processing and proof-reading service, providing flexible and confidential administrative and secretarial support to small businesses and professional individuals. My clients come from a range of industries; from the legal and medical sectors to the motor trade.

My area of specialism is law, having been a legal secretary for over 17 years, bringing with me a proven track record of transcribing legal documents. I am highly proficient in audio transcription and word processing, and I possess strong, competent IT skills and extensive knowledge of MS Office applications, including Excel and PowerPoint.

I would invite you to visit my website at www.louisewhiteVA.co.uk for more detailed information on the services I provide, and I would welcome an informal chat with you to answer any particular questions you may have regarding your specific needs. My contact number is 0775 350 1846. Alternatively, you can email me at info@louisewhiteVA.co.uk.