



Benefits to working with Spader Group:

The number one benefit to working with Spader Group is the immediate ability to delegate work to people who have the skills, time and desire to accomplish tasks that you are not able or wanting to do alone. This in itself is a huge relief to business owners in keeping their business moving forward and meeting their long term goals.

Another benefit, virtual assistants only “clock-in” when you need them and utilize their own resources. In other words, you are not paying for any “down time”.

A few additional benefits of a Virtual Assistant over an On-Site Assistant:

- Gain more time in your day to focus on yourself, family and/or other areas of your business
- You gain a trusted business resource for brainstorming ideas, issues, and situations that may arise within your company
- Avoid the need to purchase a cell phone, computer, desk/chair and the need to have office space for them to work, etc.
- Avoid paying payroll taxes
- Avoid paying holiday, vacation, and sick time
- Avoid paying workers compensation insurance
- Pay ONLY for the productive time being spent on necessary task
- Hours worked can fluctuate with your slow/busy times throughout the year
- Stay within your staffing budget by approving only a specific amount of hours each week, month or year
- Ability to utilize multiple people with various skill sets without the hassle of hiring for each different task, project, or position
- Keep your business flexible so you have an advantage over the “big-guys” in your market
- Receive daily/weekly reports with a listing of all tasks being worked on and completed so you know how the time is being spent



General Tasks to assign to Spader Group:

- Bookkeeping/Financial Management
- Payroll Processing
- Sales Tax Filing
- Client Follow Up Management
 - Send out Thank You/Birthday/Anniversary cards
 - Maintain client database
 - Call/email clients on follow up schedule
- Email/Schedule Management
 - Generate/reply to emails on your behalf
 - Schedule/reschedule/confirm appointments with clients/prospects
- Marketing Tasks
 - Create/verify database for mailings
 - Send out mass mailers/emails
- Miscellaneous/Special Projects
 - Travel Arrangements/Event Planning
 - Research/Review Items/Services
 - Website Review
 - Regular review of your business website to ensure all links are working
 - Ensure data is accurate/up to date
 - Social Media/Newsletter Management
 - Social media posts/responses
 - Client database maintenance
 - Newsletter schedule maintenance
 - Documenting
 - Type up meeting notes
 - Create standard operating procedures (SOP's)
 - Review/editing of proposals/documents/presentations
 - Processes review/organization