

197 Tasks You Can Outsource to Virtual Assistants



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GENERAL ADMIN

EMAIL & SCHEDULE MANAGEMENT TASKS	DOING NOW	WANT TO DO	N/A
Filtering Email Inbox / Deleting Spam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Importing Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updating Contacts or CRM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answering Customer Service Emails/Tickets/ Chat Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calendar Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Arrangements and Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILE STORAGE & ORGANIZATION TASKS	DOING NOW	WANT TO DO	N/A
Data Entry in Word or Google Docs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating/Managing Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing PowerPoint/Keynote Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PDF Conversion, Splitting and Merging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of client databases and creation of files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dropbox/Google Drive Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT MANAGEMENT & TRAINING TASKS	DOING NOW	WANT TO DO	N/A
Project Management Between You and Team Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation of Training Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Induction and Training of New Virtual Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deadline / Deliverables Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



GENERAL ADMIN

GENERAL ADMINISTRATIVE TASKS	DOING NOW	WANT TO DO	N/A
Assist with management reporting on a monthly basis or as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales support (E.g., Assist with client appointment booking, research into client, recommendations, quoting, processing, and filing and preparing client documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processing applications, renewals or changes to existing client records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring regulatory compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liaising with fund managers, administrators and life companies regarding client affairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client service (E.g., attend to client query and request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATIVE & BLOGGING TASKS	DOING NOW	WANT TO DO	N/A
Transcription of Audio and Video Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simple eBook Layout/Formatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing Online Meeting Minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Template Creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online Research (Statistics, Content, Facts, Completion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



GENERAL ADMIN

ADMINISTRATIVE & BLOGGING TASKS	DOING NOW	WANT TO DO	N/A
Data Mining and Development / Lead Generation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blog Publishing Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderating Blog Comments (Approve/ Disapprove/Replying)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adding Tags and Images to Blog Posts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receptionist Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voicemail Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending Client Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Errands (Purchasing Gifts Online, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTOMER SERVICE/RECEPTION	DOING NOW	WANT TO DO	N/A
Managing incoming calls and customer service inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generating sales leads that develop into new customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answering product and service questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handle customer complaints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep records of customer interactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process customer accounts and file documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DIGITAL MARKETING

PHOTO & VIDEO EDITING	DOING NOW	WANT TO DO	N/A
Basic Editing of Audio Files (Trimming, Adding captions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removing Background Noise from Audio and Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adding Intros and Outros to Videos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Photoshop/Image Editing (Not Graphic Design)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTENT WRITING	DOING NOW	WANT TO DO	N/A
Content/Blog Post Creation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest Blogging/Ghost Blogging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMAIL MARKETING	DOING NOW	WANT TO DO	N/A
Creating a New List in Email Marketing Software (MailChimp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adding/Removing Subscribers from Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating and Scheduling Broadcast Emails to Promote Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating Email Newsletters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating Sign-up Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing/Proofreading Emails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generating/Analyzing Newsletter Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DIGITAL MARKETING

SOCIAL MEDIA MANAGEMENT TASKS	DOING NOW	WANT TO DO	N/A
Creating Facebook Fan Pages/Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Posting and Scheduling Facebook Status Updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing Facebook Comments and Messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and Manage Company Twitter Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and Manage LinkedIn Account/Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and Manage YouTube Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upload Videos on YouTube & Publish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderating YouTube Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uploading Videos to other Video Sharing Sites / Social Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answer inquiries and Messages on All Channels & Profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GRAPHIC AND WEB DESIGN	DOING NOW	WANT TO DO	N/A
Designing Logos, banners, Icons, eBook Covers and Headers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designing Infographic Images (Content Provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designing Websites, Creating Mock-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designing Brochure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designing Social Media Banners and Posters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DIGITAL MARKETING

WEB DEVELOPMENT	DOING NOW	WANT TO DO	N/A
Support and Develop WordPress Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install WordPress Plugins and Themes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WordPress Theme Customization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Media Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Maintenance/Content Updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Gateway Integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blog Posting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website Statistic Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FINANCIAL PLANNING

PARAPLANNING	DOING NOW	WANT TO DO	N/A
Update client paper and electronic files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completing, checking, submitting and processing application forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and update Statement of Advice documents and templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare Record of Advice documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter client data into financial planning software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liaising with fund managers, administrators and life companies regarding client's financial situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completing fact find documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist with research into client recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring stationary, ensuring always sufficient supply and not out of date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNDERWRITING	DOING NOW	WANT TO DO	N/A
Ensure regulatory compliance of Sales Paraplanners and Advisers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales support (E.g., contacting clients for outstanding underwriting or admin requirements, contacting insurers when changes need to be done on the application (name incorrectly spelled, DOB, address, etc.), making sure policies go in to force as soon as possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



QUALITY ASSURANCE

TASKS	DOING NOW	WANT TO DO	N/A
Review the implementation and efficiency of quality and inspection systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan, conduct, monitor testing, and inspection of materials and products to ensure finished product quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document internal audits and other quality assurance activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigate customer complaints and nonconformance issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect and compile statistical quality data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze data to identify areas for improvement in the quality system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop, recommend and monitor corrective and preventive actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare reports to communicate outcomes of quality activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify training needs and organize training interventions to meet quality standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate audit findings and implement appropriate corrective actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor risk management activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing document systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assure ongoing compliance with quality and industry regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



QUALITY ASSURANCE

TASKS	DOING NOW	WANT TO DO	N/A
Draft quality assurance policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpret and implement quality assurance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate adequacy of quality assurance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devise sampling procedures and directions for recording and reporting quality data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FINANCE SUPPORT

TASKS	DOING NOW	WANT TO DO	N/A
Process and prepare financial and business forms for the purpose of checking account balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform routine calculations to produce analyses and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, send, and follow up on invoices			
Review and adhere to department budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect and enter data for various financial spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review and audit financial statements and reports, ensure all calculations and data entries are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconcile any discrepancies or errors identified by conversing with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist in creating financial reports on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhere to the company's or organization's financial policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answers questions and provide assistance to customers and clients as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suggest changes or improvements to increase accuracy, efficiency, and cost reductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



MORTGAGE SUPPORT

TASKS	DOING NOW	WANT TO DO	N/A
Respond to written and phone inquiries from members, possibly title companies, and internal personnel regarding loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answer questions pertaining to loan servicing including payment research, taxes, insurance, payoffs, adjustable rate loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain completed mortgage files after funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with Support Services to ensure payments are posted correctly and provide support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain, manage and track all pending/outstanding loan documents and exceptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform administrative tasks to support the mortgage department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSURANCE BROKING

TASKS	DOING NOW	WANT TO DO	N/A
Ensure that clients understand the terms and the extent of the cover provided in line with industry regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foresee clients' insurance needs, such as policy amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage client's lapse payments and dishonor status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminding clients on their payment due			
Advise clients on whether and when they need to make a claim on their policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Build and maintain ongoing relationships with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead generation, acquiring new clients and win accounts against competitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep detailed records and complete administrative tasks such as paperwork and correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep up with changes in the insurance market and in clients' industries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SELF-MANAGED SUPERFUND

ADVICE PREPARATION	DOING NOW	WANT TO DO	N/A
Call existing super funds to collect required information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare the SoA and rollover paperwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter the information into ClearDocs to prepare the required documentation (trust deed, binding nominations, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collate the documentation, review it for accuracy, provide to adviser or client via soft copy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare the investment strategy using the client's Risk Profile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IMPLEMENTATION	DOING NOW	WANT TO DO	N/A
Standard rollover and insurance processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement required trades etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide updates to other advisers as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email compliance information (trustee responsibilities, etc., maybe a video from the adviser explaining SMSFs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONGOING	DOING NOW	WANT TO DO	N/A
Portfolio reviews (collect data, track to Investment Strategy and Risk Profile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribution tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing information to administrator/accountant as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSURANCE RETENTION

TASKS	DOING NOW	WANT TO DO	N/A
Verify status with insurer and liaise with clients regarding the dishonor/overdue notice and arrange alternative payment details if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assist clients in setting up or updating Direct Debit Requests (DDR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep track of the credit card expiry date and ensure details are updated by the first Monday of the month of expiry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare list of policies renewing a month in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update renewal figures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Send clients the review offer email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify possible opportunities which include generating and providing a market comparison to the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set review appointments with the adviser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process administrative tasks for post-review appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor risk management activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSURANCE RETENTION

TASKS	DOING NOW	WANT TO DO	N/A
Maintain contact with enrolled clients at varying stages throughout the year. Sending emails about claims awareness, birthday greeting, and other issues that might concern them and their insurances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond to client queries via email and call in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check websites for online notifications such as AMP & One Path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Probing when client requests for cancellation - maybe policy can be reduced instead of cancelled or switched to another provider & offer to set appointment with adviser for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call clients offering policies they do not have such as trauma insurance or income protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FINANCIAL PLANNING RETENTION

TASKS	DOING NOW	WANT TO DO	N/A
Proactively maintain contact with enrolled clients at varying stages throughout the year. Sending emails about claims awareness, birthday greeting, and other issues that might concern them and their investments and superannuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact clients before 30 June each year to discuss superannuation contribution options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activate clients that have been dormant for some time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MORTGAGE RETENTION	DOING NOW	WANT TO DO	N/A
Proactively maintain contact with enrolled clients at varying stages throughout the year. Sending emails about claims awareness, birthday greeting, and other issues or concerns on their mortgages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER DESIRABLE SKILLS	DOING NOW	WANT TO DO	N/A
Recruit other virtual team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



HR ADMIN

TASKS	DOING NOW	WANT TO DO	N/A
Create and update systems documents related to the procedures and policies of the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up a payroll system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up tracking systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare reports for employee activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect and enter data for various financial spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write and prepare training material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure smooth communication between the company and the employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research skills necessary to fill an open position and include it in job postings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan virtual team building activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that each employee is recognized for good work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure birthdays and holidays are acknowledged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can research development plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribute to staffing plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond to any complaints about the workplace from employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

