

## BUILD UP YOUR BUSINESS.

Having trouble running a stable construction business ON & OFF site? If you're a construction contractor or a construction company, you're probably familiar with these problems:

- Slow invoicing and delayed payments
- Zero or minimal online presence
- Admin tasks and paperwork piling up
- Slow customer service response times
- Late adoption of new technology
- Missed sales calls

If you need help running your business but don't have the budget for a full-time employee, space for in-house staff, or time to screen candidates, **hire a Construction Virtual Assistant from 20four7VA instead.**

### WHAT IS A CONSTRUCTION VIRTUAL ASSISTANT?

A Construction Virtual Assistant (VA) is a remote contract professional who helps you manage your business so you can focus on getting things done on-site.

### TASKS A CONSTRUCTION VA CAN HELP WITH

#### ADMINISTRATIVE SUPPORT

- Internet Research
- Data Entry
- Customer Database Management
- General Office Management
- File Management
- Email Management
- Calendar Management
- Material Delivery Scheduling
- Field Notes Transcription

#### BUSINESS SUPPORT

- Permit Submissions
- Bids & Proposals Management
- Business License Renewals
- Customer Support
- Timesheet Management
- Bookkeeping
- Supplier Coordination
- Project Tracking
- Material Ordering & Tracking
- Call Routing
- Payroll Tracking
- Project Expense Tracking
- Purchase Order Invoicing
- Project Warranty Management
- Change Order Request Management
- Supplier Invoicing
- Budgets & Financial Forecasts
- Change Order Invoice Tracking
- Prepare Financial Statements
- Receptionist

#### MARKETING SUPPORT

- Email Marketing
- Content & Copywriting
- Digital Marketing
- Social Media Management
- Graphic Design
- Video Editing
- Online Reputation Management
- Project Sequence Photo Editing
- Marketing Collateral Development

**BOOK A CALL WITH US TO GET A FREE QUOTE!**

 **833-HIRE-A-VA**  
833-447-3282 | 443-856-4882  
(Toll-free US & Canada) (Local)

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## NO-TURNOVER GUARANTEE

## WHY HIRE FROM US

- ✓ FREE pairing service with our vetted and trained VAs
- ✓ Complete onboarding assistance
- ✓ An Account Manager (AM) to assist with any issues and help monitor VA performance
- ✓ Access to our VA time reporting and screen monitoring software
- ✓ Recruitment, HR, accounting, and IT support
- ✓ 40+ training and upskilling modules for your VAs
- ✓ Multichannel support through email, chat, and phone
- ✓ Data security and privacy guarantee
- ✓ Customizable VA team packages
- ✓ Succession planning and VA talent pipelining
- ✓ Upgrade, downgrade, or cancel anytime

## WHO WE ARE

20four7VA is a remote hiring and contract staffing agency specializing in cost-effective and turnkey staffing solutions. We provide customizable and scalable offshore outsourcing services to businesses across various industries.

Combining advanced AI-matching technology and our team's decades of expertise in remote staffing, we help businesses efficiently build an inclusive and skilled remote team that saves them up to 75% on labor rates.

We have empowered 3000+ companies grow their market share by providing them with on-demand access to our global community of over 750+ offshore contract talent.

## SPEND LESS ON STAFFING & GROW YOUR BUSINESS AT THE SAME TIME

Hiring a Construction VA gives you access to trained and skilled professionals while giving you up to 80% savings on staffing costs.

How does a Construction VA from 20four7VA help you save?

- Remote workers pay for their own internet & equipment so you save on overheads
- Offshore VAs have lower hourly rates compared to local workers
- Delegating work to your VA allows you to focus on more profitable tasks and getting new clients
- We handle the hiring, HR, payroll, and staff monitoring for you. It's all included in our weekly rate!

## RISK-FREE HIRING, NO UPFRONT FEES



**Inc.  
5000**

Named One of  
America's  
Top 70 Small  
Businesses 2023  
U.S. Chamber of Commerce



**BBB**  
Torch  
AWARDS  
for Ethics  
2023 WINNER

**BBB**  
International  
Torch Awards  
for Ethics  
2024 FINALIST

**WOMEN  
OWNED**

**20four7VA**  
VIRTUAL STAFFING SOLUTIONS

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