

CONSTRUCTION VIRTUAL ASSISTANT

WEEKLY RATES START AT

VA SERVICE

10 HRS/WK

20 HRS/WK

30 HRS/WK

40 HRS/WK

ADMIN

\$7.50
PER HOUR

\$6.50
PER HOUR

\$5.50
PER HOUR

\$5.00
PER HOUR

**BUSINESS
SUPPORT**

\$9.00
PER HOUR

\$7.50
PER HOUR

\$7.00
PER HOUR

\$6.25
PER HOUR

MARKETING

\$10.50
PER HOUR

\$8.50
PER HOUR

\$8.00
PER HOUR

\$7.50
PER HOUR

Prices above are based on Entry Level VA rates. Prices increase depending on the skill & experience level of the VA you hire.

TASKS YOU CAN OUTSOURCE TO A CONSTRUCTION VA

ADMINISTRATIVE

- 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
- Competitor Research
- 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

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

TECHNICAL

- Search Engine Marketing
- Search Engine Optimization
- Pay-Per-Click Advertising
- Google Analytics Set Up
- Social Media Ads
- Systems Integration & Automation

All prices are net prices. Additional charges such as bank fees and transaction fees may apply.
A Bilingual Surcharge applies if the role requires proficiency in a language other than English, and
a Regional Surcharge applies if you require a Virtual Assistant based in Latin America or the Caribbean.



833-HIRE-A-VA

833-447-3282 (Toll-Free)

443-856-4882

(Local)



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