

# CONSTRUCTION VIRTUAL ASSISTANT

WEEKLY RATES START AT

VA SERVICE	10 HRS/WK	20 HRS/WK	30 HRS/WK	40 HRS/WK
ADMIN	<b>\$7.50</b> PER HOUR	<b>\$6.50</b> PER HOUR	<b>\$5.50</b> PER HOUR	<b>\$5.00</b> PER HOUR
BUSINESS SUPPORT	<b>\$9.00</b> PER HOUR	<b>\$7.50</b> PER HOUR	<b>\$7.00</b> PER HOUR	<b>\$6.25</b> PER HOUR
MARKETING	<b>\$10.50</b> PER HOUR	<b>\$8.50</b> PER HOUR	<b>\$8.00</b> PER HOUR	<b>\$7.50</b> 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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