



**VIRTUAL STAFFING SOLUTIONS**

- 10+** Years in Business
- 7,000+** Businesses Helped
- 98%** VA Retention Rate
- 1800+** Vetted Workers in Our Talent Community
- 17,000+** Virtual Assistants Endorsed
- 100+** Skill Categories Available

# COMPANY FACT SHEET

## Overview

20four7VA is a trusted remote hiring company specializing in cost-effective, secure, and ethical contract staffing and virtual assistant services. We provide customizable offshore outsourcing services to businesses all over the world. We have helped thousands of companies grow their market share by providing them with on-demand access to our global community of skilled offshore contract talent.

If you need a workforce staffing partner to provide you with offshore outsourcing and contract staffing services that will optimize your hiring process, grow your bottom line and scale your workforce as needed, 20four7VA is the company for you.

## Mission

20four7VA is committed to helping companies grow and stabilize their business through cost-effective, highly scalable virtual staffing solutions and bringing rewarding career opportunities to talented remote workers worldwide.

## Vision

To reinvent how businesses build their workforce and how workers build their careers

## CORE SERVICES

### ADMINISTRATIVE VA

Administrative Virtual Assistants help take care of the clerical and routine tasks of running a business including:

- Data Entry
- Calendar Management
- Email Management
- Receptionist Duties

### BUSINESS SUPPORT VA

Business Support Virtual Assistants provide more advanced administrative support services such as:

- Bookkeeping
- Customer Support
- Lead Generation
- Market Research

### MARKETING VA

Marketing Virtual Assistants are skilled workers who help implement marketing strategies by working on tasks like:

- Content Writing
- Graphic Design
- Social Media Management
- Video Editing

### TECHNICAL VA

Technical Virtual Assistants are specialists who do tasks requiring knowledge in specific software and systems like:

- Google and Facebook Ads
- Search Engine Optimization
- CMS Website Creation
- Google Analytics Set Up

### eCOMMERCE VA

eCommerce Virtual Assistants provide seller support services for online stores. Their tasks include:

- Feedback Management
- Listing Optimization
- Order Fulfillment
- Product Sourcing

### PODCAST VA

Podcast Virtual Assistants assist with various tasks involved in managing a successful podcast such as:

- Guest Prequalification
- Schedule Coordination
- Episode Editing
- Podcast Promotion

### TELEHEALTH VA

Telehealth Virtual Assistants provide healthcare practices or facilities with help on a wide range of tasks like:

- Insurance Verification
- Medical Billing
- Appointment Scheduling
- Updating Patient Records

### CONSTRUCTION VA

Construction Virtual Assistants help with various office management tasks including:

- Project Expense Tracking
- Supplier Invoicing
- Material Delivery Scheduling
- Permit Submissions

### REAL ESTATE VA

Real Estate Virtual Assistants help real estate brokers and agents with various tasks such as:

- Property Listing Data Entry
- Assisting with MLS Tasks
- Transaction Coordination
- Inside Sales Agent Tasks

**IT SERVICES AVAILABLE UPON REQUEST**

## TRUSTED BY



Working with 20four7VA has been a game changer for our business. They always find us experienced, reliable talent to take care of our customers. The onboarding process is seamless and they are quick to find additional talent when the need arises. The management team is always available to help out when needed. We have worked with similar companies in the past and 20four7VA certainly stands out from the rest.

- Jordan Brown, Omnie Integrated Services

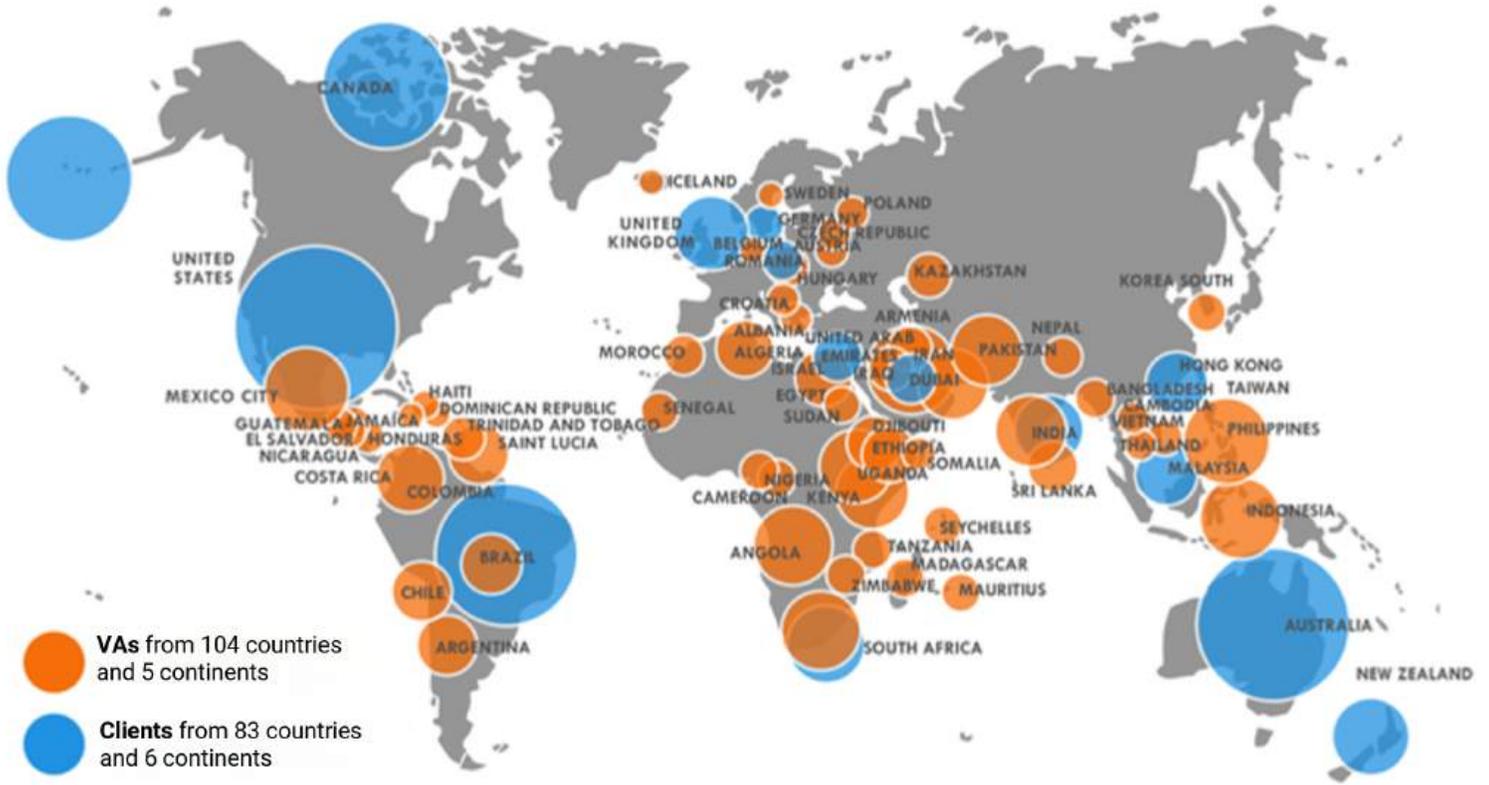
I have found my greatest team members through 20four7VA. Many of them have become friends and I hope to continue working with them for many years! I will keep using 20four7VA and I recommend their services to everyone I talk to.

- Adam Whelchel, Spark Bookkeeping

20four7VA has been a valuable resource for our growing company. The staff they have at their disposal is well trained and groomed to be exactly what you need in order to take your business to the next step. We are grateful for the support that 20four7VA has provided for us and look forward to their continued support as we keep growing.

- Chris Weeks, Mckinley Construction Management

# GLOBAL REACH



## LEADERSHIP & CONTACT INFORMATION



**Catherine vanVonno, Ph.D.**  
*President and CEO*

### SCHEDULE A CONSULTATION

DISCOVER HOW VIRTUAL ASSISTANTS CAN ELEVATE YOUR BUSINESS!



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Catherine vanVonno is the President and CEO of 20four7VA, a full-service remote staffing agency dedicated to helping business owners find talented individuals so they can focus on growing their business. Recognized as one of the Top 100 Staffing Leaders to Watch for four consecutive years, she leads a fully remote, fully distributed team worldwide and oversees the overall growth and success of the company.



Named One of  
America's  
Top 70 Small  
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