

General List of Services

1. Bookkeeping and payroll duties: calculate hours, add expenses, update salaries.
2. Receptionist and answering service: handle incoming phone calls, leave voicemails, and check messages.
3. Database building, entry and updates (sales, lead generation, contacts, CRM, etc.).
4. Perform banking needs, like paying bills and transferring funds.
5. Write and send client invoices.
6. Create, format, file, and present weekly reports on sales, deliverables, hours, and tasks.
7. Check emails, respond to customer inquiries, and manage spam.
8. Organize technical support tickets and participate in customer support.
9. Create and send out greeting cards, invitations, newsletters, and thank you notes.
10. Calendar management: establish, update, and manage important events.
11. Schedule potential client meetings and other sales appointments.
12. Convert, merge, and split PDF files.
13. Create forms or surveys for customer feedback.
14. Guest posting and guest blogging.
15. Compose press releases and newsletters and submit them to news release directories.
16. Produce content marketing material, such as infographics, white papers, and ebooks.
17. Respond to comments made on the business's blog.
18. Interview industry sources to write an in-depth report on markets.
19. Interview previous customers to compose case studies.
20. Develop, update, and optimize an SEO and web marketing strategy.
21. Conduct keyword research for websites and perform a blog analysis.
22. Set up and create landing pages.
23. Start an in-depth competitor analysis (targeted keywords, ranked content).
24. Design advertisements
25. Handle email marketing responsibilities including, creating a new list of email contacts, email newsletters, and promotional copy.
26. Brainstorm, and research statistics to grow target audience
27. On brand photography/videography for social media accounts
28. Recruit potential team members and contractors or freelancers.
29. Research important data, statistics, and facts for meetings and use the data to create Powerpoint presentations or blog posts.
30. Perform generic errands for the office, including buying items online, arranging locations for office parties, and hiring a cleaning service.
31. Manage projects: stay in touch with subcontractors, email reports, use online calendars, and call team leaders to inform them of deadlines.
32. Send a gift card or thank you note to your clients on holidays and anniversaries.
33. Speak with customer service representatives for tech support, banking issues, etc.
34. Conduct background, credit, and criminal checks on staffers.
35. Run an internal office or challenge so employees can receive bonuses.
36. Put together welcome and goodbye packages for both clients and staff.
37. Search for and contact industry experts or guests to participate in podcasts and webinars.
38. Provide suggestions and recommendations when the company isn't meeting its monthly, quarterly, and annual goals.
39. Produce customer care scripts for customer service requests.
40. Contact clients regarding overdue payments

Plus Much More!

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