



## **Discover the Countless Benefits of Being A Virtual Assistant**

A VA, if you're unfamiliar with the acronym, is a virtual assistant. It's an administrative assistant that works virtually or online. It's a fantastic career choice for many. Here are just a few of the many benefits of becoming a VA.

### **1. Ability to work from home**

The choice to become a VA is a great one for many. If you're a parent or caregiver, it enables you to stay home and earn a living. Being a virtual assistant means you can work from your computer. You don't have to go into a formal office. Your clients are managed all online.

Additionally, you can work from anywhere. If you're heading to the beach for your summer break, you can take your work with you. You can work from a coffee shop. You can work from the poolside. You can work while you're waiting at your child's dentist office.

I personally realised I could do my work from home more efficiently and effectively and still be in contact with key directors. In fact, I decided this was the way to go for me when I had an accident and couldn't walk for 5 weeks. I had to work from home as I was covering another PA who was on her summer holiday. The directors I was covering had no choice as they needed PA cover.

### **2. It's interesting and I could use ALL my skills**

There really is no end to the type of work you can do as a virtual assistant. You can offer a broad base of services or a specialty service like transcription or blog posting. This variety can help keep the job interesting. You won't suffer from burnout. Likewise, you can manage a number of different clients. This provides the ability to learn about a lot of industries and topics.

I do work I enjoy. I first started out as a Financial Virtual Assistant. Now I'm a LinkedIn specialist as well as being more creative using Canva, a skill I would never have used in the Corporate world. Being a VA means I can create new services and discontinue others.

### **3. Demand**

Virtual administration is a growing industry. As more and more people go into business online there's an increasing need. Additionally, both individuals and companies are realising the benefits of outsourcing. It puts you in a prime position to create a business and a career.

### **4. Low start-up requirements and costs**

There's not much required to get started as a VA. You'll need a computer, a website, and the means to market and grow your business. All of this can be managed for just a few hundred pounds. You also don't need any special degree or certification although this will help if you intend to specialise in a certain area. While administrative certification is available, if you have the skills, you're ready to get started.

### **5. You're the boss**

In addition to being able to work from home, there are also many other freedoms. For example, you can set your own work hours. If you're a night owl this means you can work at night when you're awake and alert. You can also take time off whenever you need to. No more asking the boss for a holiday day or worrying about sick leave. Finally, you also get to choose who you work with. You choose the clients and the projects you'll take on.

If you're looking for a full-time career or just a little extra money, consider becoming a VA. Virtual Assistants are in high demand. You can create the lifestyle you need and want.

*Carol*