



OfficeManager4u
CREATIVE VA SERVICES WITH BUILT IN CONSULTANCY

www.OfficeManager4u.com

CONSTRUCTION VIRTUAL ASSISTANT



Natalie Spasic
Creative Virtual Assistant Online
Business Manager

[Construction VA](#)



- I am an American Living abroad internationally in Serbia. Europe since 2009.
- My administration office background experience is Construction Administration
- I have worked for subcontractors and general contractors in the residential and commercial sector, both private and public works jobs
- I am also a graphic designer and work in book publicity.
- I am VA Thought Leader that is E-Preneur Wired

OVERVIEW PRESENTATION

1. What is a Virtual Assistant?
2. What type of services can a Construction Virtual Assistant do?
3. What does a Virtual Assistant cost me?
4. How do payments work?
5. How is time tracked?



WHAT IS A VIRTUAL ASSISTANT?

A Virtual Assistant

(typically abbreviated to VA, also called a virtual office assistant) is generally self-employed and provides professional administrative, technical, or creative (social) assistance to clients remotely from a home office.

A Niche Market Virtual Assistant usually specializes in an industry such as real estate, medical, construction, transportation logistics etc. These Virtual Assistants are sought after because they already come trained.



WHAT TYPE OF SERVICES CAN A CONSTRUCTION VIRTUAL ASSISTANT DO?

Construction Virtual Assistant various tasks

Once a Job Gets Awarded (Once we receive Notice of Award for the project)

- > *Bid Rundowns*
- > *20 day prelims*
- > *Preliminary docs*
- > *pre qualification*
- > *Contract check*
- > *Request certificate of insurance*
- > *Input all project info into database that is shared/CRM*
- > *Request a new set of contract plans*
- > *Project business correspondence Other related duties*
- > *Annual Pre Qualifications*
- > *Small Business Certifications apply and renew*
- > *Maintain and Renew all Insurance on all projects*
- > *OCIP enrollment*
- > *Security Badging On Site*



WHAT TYPE OF SERVICES CAN A CONSTRUCTION VIRTUAL ASSISTANT DO?

Construction Virtual Assistant various tasks

- > *Billing*
- > *Closeouts*
- > *RFI's*
- > *Change orders*
- > *Prepare paperwork for submittals/MSDS Sheets*
- > *Build contractor relationships*
- > *Warranties*
- > *Maintain electronic project files*
- > *Answer phones, Chat support online*
- > *Create Purchase Orders*
- > *Bookkeeping light- full bookkeeping additional rate/customized option. Various popular online softwares such as Quickbooks, Quicken, Peachtree Timberlake, SAGE, Maxwell, Jonas and many other online popular accounting softwares*
- > *Update Content via your website WORDPRESS*
- > *Social Media Management Basic*
- > *Human Resources-E verify, I-9 and w-4.*
- > *Create Presentations, & Correspondence emails and more..*

Experienced in All Microsoft Applications



WHAT TYPE OF SERVICES CAN A CONSTRUCTION VIRTUAL ASSISTANT DO?

Construction Virtual Assistant various tasks

Online Lead Services software's used:
(Major lead services are paid by the client)

Construction Bidboard
A Construction Information Company

McGraw Hill CONSTRUCTION Dodge

Dodge, Reed, bidmail, e bid board and any web based planrooms online

iSqFt

REED
Construction Data

Tools I will utilize when working remotely

- >Cloud base file sharing and storage (DropBox, Cubby, Media Fire)
- >Option project management tool (Asana, Basecamp, Wrike, Unison Etc.)
- >If bookkeeping-Online Accounting (Various Online Softwares)
- >Scan, Fax, Email, Phone/VOIP (Skype, Efax)

BidMail
Document & Bid Management

*****Please visit my website for a list of current online tools we do use**



OFFICEMANAGER4U /SERVICES

OfficeManager4u acts as a small boutique that provides a wide variety of services

- *Virtual Assistant Services*
- *Graphic Design & Custom Illustration*
- *Social Media Management*
- *Book Publicity & Book Design*
- *Audio & Video Editing*
- *Motion Graphics, 3D animation*
- *Book Keeping*
- *Web Design & Development * Logo Branding*
- *Va Coaching and Mentorship*
- *Niche Market Va Recruitment*
- *Business Consulting Services in:*

*Branding, Social Media Marketing, Excel,
Va Mentorship & Business Development*



WHAT DOES A VIRTUAL ASSISTANT COST ME?

UNITED STATES DEPARTMENT OF LABOR

A to Z Index | FAQs | About BLS | Contact Us | [Subscribe to E-mail Updates](#) **GO**

BUREAU OF LABOR STATISTICS

Follow Us | [What's New](#) | [Release Calendar](#) | [Site Map](#)

Search BLS.gov

Home | Subjects | Data Tools | Publications | Economic Releases | Students | Beta

OOH HOME | OCCUPATION FINDER | OOH FAQ | OOH GLOSSARY | A-Z INDEX | OOH SITE MAP | EN ESPAÑOL

OCCUPATIONAL OUTLOOK HANDBOOK

Search Handbook **Go**

Office and Administrative Support >

Secretaries and Administrative Assistants

EN ESPAÑOL | [PRINTER-FRIENDLY](#)

Summary | What They Do | Work Environment | How to Become One | Pay | Job Outlook | Similar Occupations | More Info

Summary

Quick Facts: Secretaries and Administrative Assistants	
2012 Median Pay	\$35,330 per year \$16.99 per hour
Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	See How to Become One
On-the-job Training	See How to Become One
Number of Jobs, 2012	3,947,100
Job Outlook, 2012-22	12% (As fast as average)
Employment Change, 2012-22	479,500

[What Secretaries and Administrative Assistants Do](#)

Secretaries and administrative assistants perform routine clerical and administrative duties. They organize files, draft messages, schedule appointments, and support other staff.

[Work Environment](#)

Quick Facts: Secretaries and Administrative Assistants

2012 Median Pay

\$35,330 per year
\$16.99 per hour

Bureau of Labor Statistics



Secretaries and administrative assistants provide clerical and organizational support.



Cost Comparison

Difference = \$60,160.00
per year By hiring a
Virtual Assistant... You
SAVE over \$60,000.00
per year!

Although the Virtual Assistant's hourly rate is more than the employee's rate in the first place, you save the cost of benefits and overhead that would have to be applied to the new employee's wage.

COST COMPARISON	Full-time Employee	Virtual Assistant
Hourly Rate of Pay	\$20.00	\$35.00
Fringe Benefits @ 35% (Health/Dental/Life Insurance, Retirement Plans)	\$7.00	None
Overhead Rate @ 50% (Office Space, Equipment & Office Supply Expense, UI Insurance, Worker's Compensation, Overtime Pay, Administration Costs)	\$10.00	None
Total Effective Rate of Pay	\$37.00	\$35.00
**Hours Per Year	2,080 hrs	480 hrs
TOTAL Annual Labour Cost	\$76,960.00	\$16,800.00



Your employee's 8 hour day can be crunched into 3-4 hours with a Virtual Assistant.



Contracting with a Virtual Assistant is more cost-effective. There are thousands of tools online that help Va's stay connected to their clients so work can get done. Virtual Assistants go above and beyond the normal assistant's duties to impact your own productivity. No task is too big or small for a Virtual Assistant to handle.



How do payments work?

Here at OfficeManager4u We use:

**PAYPAL, PAYONEER, BANK WIRE
and DIRECT DEPOSIT,**



How is time tracked

We use a software called Zoho Invoice. This software tracks time, creates estimates and invoices and is also used to assign task. You would have access to your client portal where you will have access to all of this 24-7.



W-9 /1099

W-9

I can work on a W-9 for work that meets a minimum threshold annually. This would be considered a more of long term employee arrangement.

1099

At this time I do not work on a 1099

OfficeManager4u is located in Serbia Belgrade, Europe
Our invoices can reflect an International Address or a U.S.
Address

Health Insurance

Please also note there is no need to pay for private company insurance.





Office Manager VA
CREATIVE VA SERVICES WITH BUILT IN CONSULTANCY

CONSTRUCTION VIRTUAL ASSISTANT



Niche Market Virtual Assistant
Natalie Spasic

[Construction VA](#)

NEXT STEP, SCHEDULE A CONSULT

[Schedule Appointment](#)

Call : 323.856.1832

U.S. #