

101 TASKS YOU CAN DELEGATE TO YOUR BILINGUAL VIRTUAL ASSISTANT



WELCOME!

Welcome to Valatam's **comprehensive guide to delegating tasks and maximizing your productivity**. In this guide, you'll discover 101 tasks that you can confidently hand over to your dedicated bilingual virtual assistant.

At Valatam, we understand businesses' unique challenges when seeking top talent, and we're here to bridge the gap. **Our virtual assistants, hailing from South America, are skilled, versatile, and ready to support your growing business in the United States.**

By delegating these tasks, you can focus on what truly matters – driving your business forward and achieving your goals. **Empower your business** with the flexibility, efficiency, and support it needs to thrive.



ADMINISTRATIVE TASKS

According to a survey by Virtudesk, **40.9% of business owners identified increased efficiency** as their top reason for outsourcing to virtual assistants.

THE TASKS

- Email management
- Calendar scheduling
- Data entry
- Travel booking and planning
- Internet research
- Appointment setting
- Event planning
- Phone call handling
- Calendar reminders
- Budget creation and management
- Data backup and organization
- Expense tracking
- Document archiving



CONTENT AND MARKETING TASKS

In a survey by FlexJobs, 95% of respondents said that **their productivity has been higher or the same when working remotely**.

THE TASKS

- Social media management
- Content creation (blog posts, social media updates)
- Content curation
- Newsletter creation
- Email marketing campaigns
- Blog commenting and outreach
- Social media analytics
- Email newsletter management
- Press release writing
- Whitepaper creation
- YouTube video optimization
- Newsletter subscriber management
- Social media content planning



DESIGN AND MULTIMEDIA TASKS

According to Global Workplace Analytics, **a typical employer can save an average of \$11,000 per year** for each employee who works remotely half of the time.

THE TASKS

- Image editing and retouching
- Presentation design
- Virtual tour creation
- YouTube video optimization
- Graphic design
- Video editing
- Audio editing



RESEARCH AND ANALYSIS TASKS

A Gallup poll found that employees who work remotely 60% to 80% of the time are more engaged than those who work in the office or fully remote.

THE TASKS

- Market research
- Data analysis
- Database management
- Market trend analysis
- Grant research and applications
- Legal research
- Competitor analysis
- Survey data analysis
- Research report creation
- Trademark research
- Survey response tracking
- Market segmentation analysis
- Keyword research for SEO

CUSTOMER RELATIONS TASKS

A study by Zapier found that 66% of remote workers said they felt more included in their team than when they worked in the office.

THE TASKS

- Customer support
- CRM management
- CRM data cleanup
- Client feedback collection
- CRM automation
- LinkedIn profile optimization



WRITING AND EDITING TASKS

Harvard Business Review found that **52% of remote workers said they were more likely to come up with new or better ways of doing things** than when they worked in the office.

THE TASKS

- Proofreading and editing
- Transcription services
- Book summaries and research
- E-book creation
- Resume screening
- Sales script development
- User manual creation
- Document archiving

BUSINESS AND FINANCE TASKS

A survey by PwC found that 90% of executives said their companies were able to quickly transition to remote work during the Covid-19 crisis.

THE TASKS

- Lead generation
- Bookkeeping
- Invoicing and billing
- Project management
- Employeee training
- documentation
- Employee onboarding



MARKETING AND PROMOTION TASKS

A study by Zapier found that 66% of remote workers said they felt more included in their team than when they worked in the office.

THE TASKS

- Affiliate program management
- Online reputation management
- Affiliate recruitment
- Press release writing
- Market survey design
- Ad campaign optimization
- Kickstarter campaign management
- Crowdfunding campaign setup
- Book promotion outreach
- Affiliate recruitment
- Stock photo research
- Virtual product launches



WEB AND IT TASKS

Remote work can contribute to environmental sustainability by reducing greenhouse gas emissions, energy consumption & air pollution.

THE TASKS

- SEO optimization
- PowerPoint presentations
- Mobile app testing
- Survey creation and analysis
- Virtual event coordination
- Online course development
- Podcast management
- Email template design
- Google Analytics reporting
- Sales script development

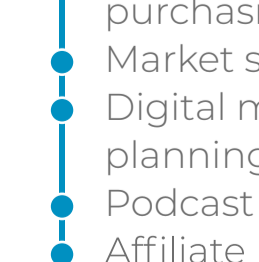


LEGAL SUPPORT TASKS

Remote work allows businesses to access new markets and customers without the need for physical presence or travel.

THE TASKS

- Legal document organization
- Employment contract creation
- Trademark research



E-COMMERCE AND SALES TASKS

A Gallup poll found that employees who work remotely 60% to 80% of the time are more engaged than those who work in the office or fully remote.

THE TASKS

- Online shopping research and purchasing
- Market survey design
- Digital marketing strategy planning
- Podcast guest outreach
- Affiliate recruitment
- Sales script development
- Online course enrollment tracking
- Ad campaign optimization
- Sales script development
- Keyword research for SEO

Do you want to learn 100 more ways a virtual assistant can meet your needs? we'd love to chat:



SCHEDULE A FREE CONSULTATION

