

Agency Admin VA Tasks



TASK	Category
Petty cash management	Agency Admin
Agency payroll in Xero	Agency Admin
Adding employees in Xero	Agency Admin
Archiving past invoices	Agency Admin
Editing and removing watermarks	Agency Admin
Entering of invoices in Xero	Agency Admin
Management of Google/Facebook reviews	Social Media
Managing LinkedIn connections	Social Media
Website management	Social Media
Social media updates	Social Media
Adding emailed testimonials website	Social Media
Adding testimonials from website to Social Media	Social Media
Handling call overflow	Telephone Reception
General receptionist function	Telephone Reception
Weekend / after hours reception function	Telephone Reception