





# 365GlobeAds Affordable V.A Packages

Hire a Virtual Assistant (V.A) in just a few easy clicks!

Choose your plan, and we guarantee the best VA for your business need

<p><b>TIER-1</b></p>  <p><b>Executive Assistant</b> \$450/week \$1800/month (160 hours)</p>	<p><b>TIER-2</b></p>  <p><b>Customer Service</b> \$550/week \$2200/month (160 hours)</p>	<p><b>TIER-3</b></p>  <p><b>Administrative VA</b> \$650/week \$2600/month (160 hours)</p>	<p><b>TIER-4</b></p>  <p><b>Marketing VA</b> \$750/week \$3000/month (160 hours)</p>
<ul style="list-style-type: none"> <li>➤ <b>Handling Corporate Records</b></li> <li>➤ <b>Document Preparation</b></li> <li>➤ <b>Assisting in Project Planning</b></li> <li>➤ <b>Scheduling and Coordinating</b></li> <li>➤ <b>Executing Meetings</b></li> <li>➤ <b>Inbox and Calendar Management</b></li> <li>➤ <b>Travel Arrangement</b></li> <li>➤ <b>Executive Support</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Managing Incoming Calls</b></li> <li>➤ <b>Email Management</b></li> <li>➤ <b>Managing Transaction Records</b></li> <li>➤ <b>Order Processing</b></li> <li>➤ <b>Chat Support</b></li> <li>➤ <b>Ticket Management</b></li> <li>➤ <b>Technical Support</b></li> <li>➤ <b>Account Management</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Email Management</b></li> <li>➤ <b>Travel Booking</b></li> <li>➤ <b>Scheduling Appointments and Meetings</b></li> <li>➤ <b>Scheduling and Coordinating</b></li> <li>➤ <b>Creating and Organizing</b></li> <li>➤ <b>Financial Reports</b></li> <li>➤ <b>Coordinating with Other Executives</b></li> <li>➤ <b>Compiling Agendas and Reports</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Social Media Management</b></li> <li>➤ <b>Analytics Report</b></li> <li>➤ <b>Chat Support Email</b></li> <li>➤ <b>Marketing Paid Ads Management</b></li> <li>➤ <b>Content Creation</b></li> <li>➤ <b>Event Marketing</b></li> <li>➤ <b>Brand Partnerships</b></li> <li>➤ <b>Competitor Analysis</b></li> <li>➤ <b>Digital Marketing Assistance</b></li> </ul>