



50 TASKS YOU CAN DELEGATE TO YOUR EPIC MARKETING GROUP VIRTUAL MARKETING DEPARTMENT





Graphic Design

Create social media posts, e-books, logos, branding guide







Digital Marketing

Social Media strategy, scheduling, advertising





Video Marketing

Editing, graphics creation and animation

General **Administration**

Receptionist, reports, diary management, data-entry

50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | WEB DEVELOPMENT



1. Keyword Research

Conducting SEO keyword research and writing a list of ideas for blogs



2. Creating **Landing Pages**

Creating and updating pages on your website for specific campaigns



4. Website **Updates**

Monthly updates for website ensuring it is up to date, backed up



Link building exercise to increase organic ranking on Google





3. Google Analytics

Monitoring your website weekly and monthly and putting together reports

5. Back Links

Web Development

50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | WEB DEVELOPMENT



6. Fixing Links Fixing broken links on your website



7. Providing **Technical Support**

Providing support to staff in regards to web technology



9. Loading Times

Reducing image sizes and ensuring loading times are optimised



10. General Website Updates

Any general website updates that are required





8. Product Tags **And Updates**

Updating products and SEO Meta Tags

Web Development

50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | GRAPHIC DESIGN



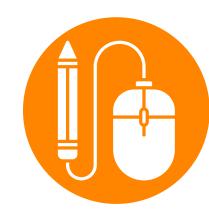
11. Creating A Ebook

Research and create a Ebook



12. Creating Flyers, **Letterheads**

Creating flyers, letterheads, logo designs, landing page graphics for your business



14. Social Media Graphics

Creating Social Media Graphics for Facebook, Instagram, Pinterest



Headers





13. Updating Website

Updating Website with new graphics and images

15. Social Media

Graphics for Social Media Headers

Graphic Design

50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | GRAPHIC DESIGN



16. Images For Videos

Creating graphics for videos



17. Updating Manuals

Updating and creating training manuals



19. Photoshop

Editing images in



These are great to use for social media





18. Brand Portfolio

Building and updating your brand portfolio

20. Infographics

Graphic Design

50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | DIGITAL MARKETING



21. Article and Blog Creation Creating articles and



22. Scheduling Social Media Posts

Scheduling social media posts on facebook, instagram and other



24. Performing **Hashtag Research**

Creating Social Media Graphics for Facebook, Instagram, and Pinterest



Assist with general management of your blog on your website





23. Creating Video Content

Creating video content and posting across social media

25. Blog

Digital Marketing

50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | DIGITAL MARKETING



26. Online Promotion

Assisting with the promotions of your events and workshops



27. Creating flyers, letterheads

Creating flyers, letterheads, logo designs, landing page graphics for your business



29. Surveys and **Questionnaires**

Creating surveys and questionnaires and comparing results



30. Engaging With Social Audiences

Responding to comments, sharing relevant information, thanking customers, posting promotions





28. Presentations

Creating and building powerpoint or keynote presentations

Digital Marketing

50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | ADMIN



31. Database Building

Updating database entries and updates



32. Creating Reports

Putting together weekly reports and koi's





34. Managing Calendar

Managing team calendars, making appointments and sending out invites





33. Managing **Emails & Live Chat**

Monitoring livechat, checking emails, responding to customer enquiries and managing all the junk and spam

35. Creating & **Sending out Invoices**

Creating, sending and following up invoices



50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | ADMIN



36. Bookkeeping & **Payroll**

Calculating hours, adding expenses and updating spreadsheets



37. Reception

Answering calls, leaving voicemails and checking messages





39. Researching Data

Researching data, statistics for meetings, presentations or blogs



Ordering stationery and other items for the office



38. Managing **Online Accounts**

Managing online folders from dropbox and google drive and other cloud storage systems

40. Ordering items



50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | MISCEL



41. Spreadsheet Management

Calculating hours, adding expenses and updating spreadsheets



42. Video Uploading

Editing, uploading and captioning videos





44. Weekly Reports

Turning raw data into detailed reports



Searching for hotels, booking airfares, and mapping out trip itineraries for business



43. Personal Tasks

Ordering shopping, booking babysitters, managing personal diary

45. Travel Arrangements



50 TASKS YOU CAN OUTSOURCE TO YOUR VIRTUAL ASSISTANT | MISCEL



46. Managing Projects

Setting up Projects, managing reports, organising meetings, and managing deadlines



47. Setting up **Online Systems**

Setting up your marketing automation and proposal software





49. Competitor Analysis

Researching competitors



www.epicgroup.com.au



48. Incoming Jobs

Managing spreadsheets and incoming jobs

50. Transcribing

Transcribing audio or video into a text document.

