



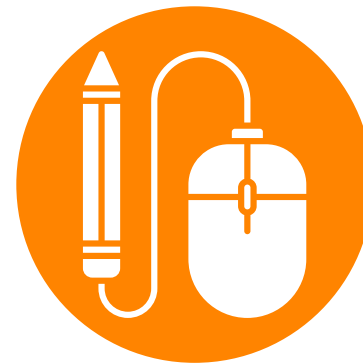
**50 TASKS YOU CAN DELEGATE TO
YOUR EPIC MARKETING GROUP
VIRTUAL MARKETING DEPARTMENT**

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



Web Development

Update and make improvements to your websites



Graphic Design

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



Video Marketing

Editing, graphics creation and animation



Financial Coordination

Managing invoices, payroll, receipts



Digital Marketing

Social Media strategy, scheduling, advertising



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



3. Google Analytics

Monitoring your website weekly and monthly and putting together reports



4. Website Updates

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



5. Back Links

Link building exercise to increase organic ranking on Google

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



8. Product Tags And Updates

Updating products and SEO Meta Tags



9. Loading Times

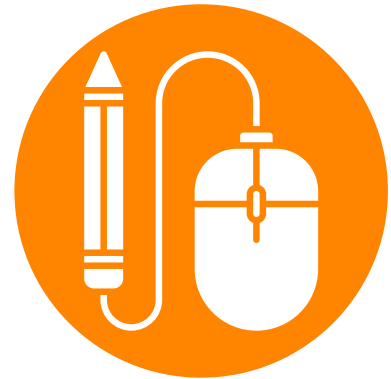
Reducing image sizes and ensuring loading times are optimised



10. General Website Updates

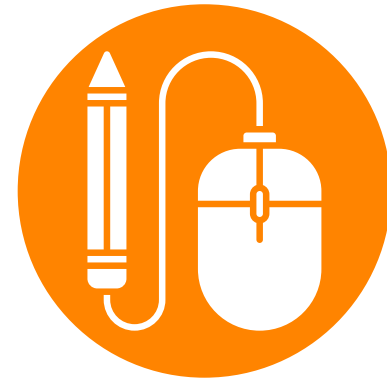
Any general website updates that are required

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



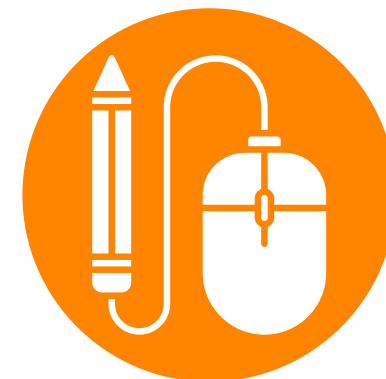
11. Creating A Ebook

Research and create a Ebook



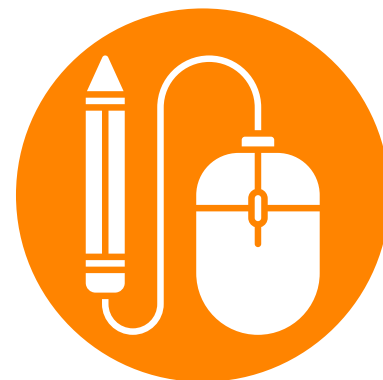
12. Creating Flyers, Letterheads

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



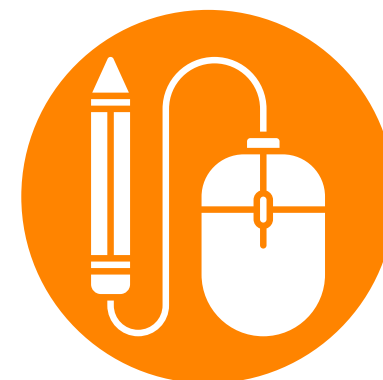
13. Updating Website

Updating Website with new graphics and images



14. Social Media Graphics

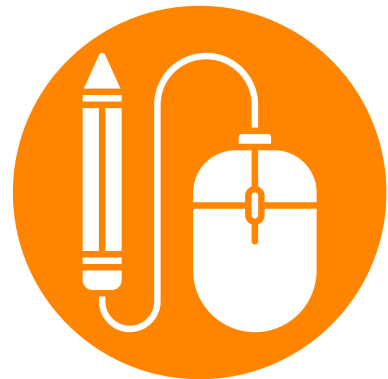
Creating Social Media Graphics for Facebook, Instagram, Pinterest



15. Social Media Headers

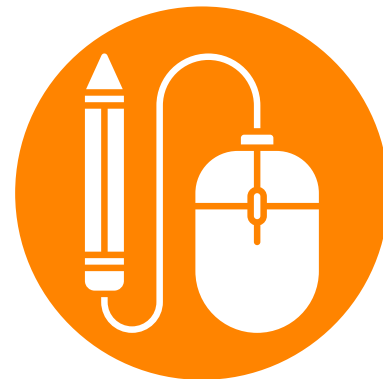
Graphics for Social Media Headers

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



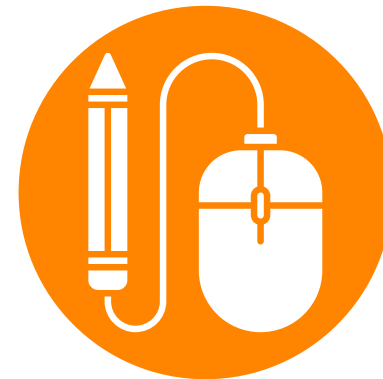
16. Images For Videos

Creating graphics for videos



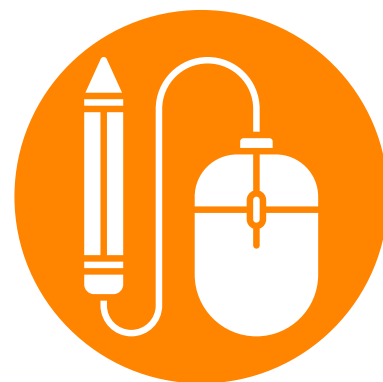
17. Updating Manuals

Updating and creating training manuals



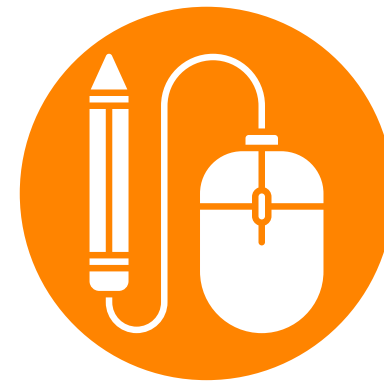
18. Brand Portfolio

Building and updating your brand portfolio



19. Photoshop

Editing images in photoshop



20. Infographics

These are great to use for social media

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



21. Article and Blog Creation

Creating articles and blogs



22. Scheduling Social Media Posts

Scheduling social media posts on facebook, instagram and other



23. Creating Video Content

Creating video content and posting across social media



24. Performing Hashtag Research

Creating Social Media Graphics for Facebook, Instagram, and Pinterest



25. Blog

Assist with general management of your blog on your website

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



28. Presentations

Creating and building powerpoint or keynote presentations



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

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



33. Managing Emails & Live Chat

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



34. Managing Calendar

Managing team calendars, making appointments and sending out invites



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



38. Managing Online Accounts

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



39. Researching Data

Researching data, statistics for meetings, presentations or blogs



40. Ordering items

Ordering stationery and other items for the office

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



43. Personal Tasks

Ordering shopping, booking babysitters, managing personal diary



44. Weekly Reports

Turning raw data into detailed reports



45. Travel Arrangements

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

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



48. Incoming Jobs

Managing spreadsheets and incoming jobs



49. Competitor Analysis

Researching competitors



50. Transcribing

Transcribing audio or video into a text document.