



Why Choose a Virtual Assistant?

Thank you for considering BostonReid & Associates to handle the administrative tasks for your company through our virtual assisting services.

There are always questions about virtual assisting, so below are a list of frequently asked questions with the answers. Hopefully, this will guide you in the right direction of why you should consider a virtual assistant for your company.

Q. What is a virtual assistant?

A. A virtual assistant is a highly skilled professional with tons of experience and a knack for productivity. They carry out many of the same one-time and ongoing tasks as in-house assistants, but work remotely - communicating with you primarily by e-mail, instant messenger or telephone.

Q. Are there any special skills needed to work with a virtual assistant?

A. No. Projects are communicated via email and phone. When you submit a request, we work with you to understand the scope of your project or task. We then set up a schedule that we both agree to and go forward.

Q. What kind of work might a virtual assistant perform?

A. The beauty of working with BostonReid & Associates is that the only things that can't be done are those which actually need to be touched in your office (i.e. paper filing, etc.)

Q. What should you look for in a virtual assistant?

A. Virtual Assistants must be motivated and completely dedicated to their clients. The VA must maintain and know how to use the most current hardware and software on the market. Your assistant needs more than a computer and the ability to type. VA's must understand current technologies and must be skilled in the software required to perform the job in a virtual environment.

Q. How much does it cost?

A. Less than you might think. Outsourcing work to Executive Virtual Admin means you only pay for the services and time you need. Our rates are very competitive and offer a better value over the cost of traditional employees. Because we are independent contractors, you're not required to pay employer taxes or benefits. [Click here](#) to see our payment plans and terms.

Cost of on-site administrative assistant vs. Virtual Assistant

Typical Salary	\$43,804/\$21.06/hr.
Paid Vacation	\$1685
Temp During Vacation	\$2000
Health Insurance (employer portion 12 mos. @ \$150)	\$1800
Parking (12 mos. @ \$50)	\$600
FICA Taxes (7.65%)	\$3351
Worker's Comp (.61%)	\$267
Unemployment (State & Fed)	\$400
Misc. Costs (vision, dental, disability & 401K matching, profit sharing & stock options)	???
Office Space for Admin (100 s.f. @ applicable rate \$25/s.f. is conservative)	\$2500
Cost of Overtime Pay (10 hrs/mo. @ 50% premium)	\$3791
Idle Time during Employer's Absence (min. 2 wk vacation included for employer)	\$1500
Annual Bonus (1 mo. salary)	\$3650
Sick Time (10 days/year)	\$1685
Other Intangible Costs (furniture, testing, training & fees, sick children, etc.) This is a conservative figure.	\$1200
TOTAL TYPICAL COSTS IN ALL	\$68,233
TOTAL EFFECTIVE HOURLY RATE	\$33.00/hr.
75% PRODUCTIVE LEVEL	\$44.00/hr.
50% PRODUCTIVE LEVEL	\$66.00/hr.

Q. Why choose BostonReid & Associates?

A. Peace of mind!! We offer years of experience in marketing, event management and graphic design support as well. We have developed the proficiency, skill and expertise to quickly identify how best to serve you and offer effective solutions that add value to your bottom line. We have handled administrative solutions for executives, sales teams, and entrepreneurs in many industries and know the ins & outs of running a successful business. Let us concentrate on what we do best so you can focus on tasks that affect your bottom line.