

A top-down view of a workspace on a light-colored wooden desk. In the upper right, a portion of a silver laptop is visible, showing its keyboard with dark keys and light-colored lettering. To the left of the laptop, a spiral-bound notebook with a light blue grid pattern lies flat. A silver pen rests diagonally across the notebook. The overall scene is clean and professional, suggesting a virtual agency or remote work environment.

ADVANTAGE
VIRTUAL AGENCY

**GAIN THE
ADVANTAGE**

with our flexible support

The business landscape is always changing, and the need for adaptable solutions has never been more important. With markets shifting, consumer demands evolving, and unforeseen challenges arising, flexible support has become a lifeline for businesses of all shapes and sizes.

At Advantage Virtual Agency, we understand the challenges of running a business, and we're here to provide the support you need to drive success.

So whether you're:

- ✓ Ready to scale operations and grow your business
- ✓ Looking for extra support managing peak periods
- ✓ Lacking specialised knowledge, skills or experience
- ✓ In need of a better work-life balance and more time out of the business

That's where we step in.

WHO ARE WE?

Introducing the Advantage Virtual Agency...

Our team of Virtual Assistants is the ideal solution if you aren't ready to hire a full-time employee or just need an extra pair of hands for a project.

Flexibility is at our core. It's how we work and it's what we offer to our clients.

Our aim is to provide expert support for businesses while giving women the opportunity to work from home around their children, families, and ideal lifestyles as VAs.

Working with us means you can access a skilled team with a wide range of expertise, all coordinated seamlessly through a single point of contact.

We've got you covered with the best person for the job, every time.



WHAT DO WE OFFER?

Podcast Management

Podcast management can feel like its own full-time job, but with our support, all you have to do is the talking, and we'll do the rest:

- Professional editing of audio
- Show notes written for each episode
- Uploading and publishing to podcast platforms
- 2 x captioned reels and audiograms to share on social media



Social Media Support

Social media has so many benefits for any business, and we will make sure you maintain a consistent online presence with content focused around your business and aimed at your ideal client.

- Content planning call over Zoom to discuss your business, goals and ideal client
- Trello board with a three-month strategy tailored to your business
- Written content and branded graphics posted daily to your social media platforms



Administrative Support

There's a lot of moving parts to running a business and we can save you time, money and sanity by taking on administrative tasks so you can streamline operations and focus on business growth. From email and diary management to customer support and more, we've got the VA to handle all your administrative needs efficiently.



Quarterly Content Planning Session for Social Media

Knowing what you're going to post on social media makes it a lot easier to take action, stay visible, and reap all the rewards the online space has to offer businesses.

With our Quarterly Content Planning Session, you get a one-hour Zoom call with a member of the team to discuss your business, ideal client, services, goals, and tone of voice. We will then create a three-month strategy in Trello tailored to your business with daily content prompts and dates to give you clear direction and accountability with your social media presence.



System and Process Audit

With our audit, you can ensure that you're not spending time and money on systems and processes you don't need. We will assess your current workflows, identify bottlenecks, and uncover opportunities for improvement to ensure that the business is working as effectively and efficiently as possible.



NOT SURE WHERE TO START?

Outsourcing for the first time can be overwhelming. You can also purchase a 10-hour time block for whatever tasks crop up.

You're not tied in, and once your hours are up, you will have the opportunity to review the next best move for you.

WHY WORK WITH US?

Here are just a few of the reasons...

SAVE TIME



Time is one of a business' most valuable assets, and outsourcing to us helps you reclaim some of it back. You can focus on what really matters whilst we cover the day-to-day and handle any repetitive and time-consuming tasks.

COST EFFICIENCY



With no costly overheads or unnecessary expenses, our flexible solutions deliver maximum value without breaking the bank or tying you into contracts. Plus, you have more time to spend on profit-generating tasks!

IMPROVED PRODUCTIVITY



Outsourcing certain tasks not only frees up team members valuable time, it allows us to streamline processes, optimise workflows, and reduce bottlenecks; enabling you to accomplish more in less time.

BUSINESS GROWTH



Having our support means you will have more time and energy to dedicate to the business strategy, development and goals. With us taking care of daily operations, you can concentrate on what you do best and drive growth.

ACCESS TO EXPERTS



Our team specialises across a range of areas which means you will always have the best person for the job – whatever that might be! Consider us your all-in-one solution for business needs.

ONE POINT OF CONTACT



Why juggle multiple communications when you can have it all in one place? When working with us, you have your own Lead VA who knows your business inside and out, and ensures seamless communication and collaboration every step of the way.

MEET THE TEAM



Kylie Jones

Kylie Jones is the founder of the Advantage Virtual Agency and has been a successful VA since 2016 when she set up her first business whilst juggling a full-time job and home life. As a hands-on mum, she values spending time with her children and husband (not forgetting the crazy dog!), and having a fulfilling career.

Jessica Prime

Jessica has been a VA since 2014. With a career background in the holistic therapy industry, Jessica enjoys supporting clients to market their business effectively so that they can focus on what they do best. Jessica's strengths lie in content creation, building email lists, lead magnets, sales pages, campaign creation and supporting general business administration.



Isobel Plant

Isobel specialises in research projects, social media support, copywriting and content creation. With a degree in English and over five years' experience working with a range of businesses, Isobel helps clients with their social media strategy, content writing, and graphic design, and can also assist with email sequences and newsletters, lead magnets and websites.



Natalie Boyes-Korkis

Natalie has been a VA since 2019 and loves everything to do with organisation! Diary and inbox management are the main tasks Natalie undertakes for clients of the agency, and she enjoys every minute. Mum to two amazing children, a crazy dog and a lazy cat, every day is different and Natalie is never bored.



Kayleigh Maxwell

Kayleigh is a licensed Accountant with the Association of Accounting Technicians (AAT). With over 10 years' experience in finance, Kayleigh has been supporting agency clients with bookkeeping, on Xero and personal tax returns. Kayleigh enjoys outdoor swimming and regularly spends time down the beach with her family and dog, Willow.

Dawn Melbourne

Dawn has has years of experience with a diverse administrative background in the motor, healthcare and veterinary industries. Dawn has been supporting agency clients with PA tasks, social media content creation, scheduling and engagement, CRM management, Order processing and many other administrative tasks.





READY TO WORK TOGETHER?

01

Send an enquiry to team@vadvantage.co.uk

02

We will then be in touch through email to book a discovery call.

03

Once we've identified your needs and ensured we're the right fit for each other, contracts will be exchanged before we get to work!

Book directly into Kylie's diary here: www.vadvantage.co.uk/letschat



Email: team@advantage.co.uk



Facebook: Advantage Virtual Agency



Website: www.vadvantage.co.uk



LinkedIn: Advantage Virtual Agency