

# [Finding A Great Virtual Administrative Assistant](#)

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You need to think carefully and consider several questions before you contact a virtual administrative assistant. If your business is overwhelmed and understaffed, a virtual assistant will be able to really help you bottom line. A good virtual administrative assistant will save you time and allow you to re-distribute your resources in order to generate more revenue.

You need to take some time to consider several important factors when hiring a virtual assistant. Carefully consider some of the following questions before embarking on your search for a virtual assistant:

Consider the work that you need completed. What is the scope of the project? Figure out the tasks that need to be handled and document them! This will help the virtual administrative assistant embrace the task and figure out what needs to be done to move forward.

Are you comfortable with communicating online? Make sure that you use the methods of communication that you are comfortable with – familiarize yourself with some of the new methods of communication being used in today's busy marketplace. Do you use skype? Instant messaging? Phone? Email? Video Chat? How do you want to communicate with your virtual administrative assistant?

How many hours will be required to complete the job that you need done? Can you provide a time estimate of the hours required? Assess the amount of time required to complete your task, and communicate those hours to your potential VA.

**How much money can you spend on a VA? Also, make sure that you consider your dollar value per hour. What is your hourly worth to your business?** The bottom line is that in many cases you can make more dollars by hiring someone else to handle the tasks that are keeping you from generating more revenue. Compare the amount of money you make per hour to the cost of the virtual administrative assistant, and weigh the costs vs. the benefits.

**For example, if you are making \$250 an hour, and you can hire a virtual assistant for 2 hours at a cost of \$50 an hour, you can then bill out those 2 hours and make \$500 at a cost of \$100. If you do not utilize a virtual administrative assistant, you will simply lose 2 hours of your time handling tasks that should be done by a very good assistant!**

A good virtual assistant will result in more of your valuable time being put to good use. This will allow you to make more money, and in today's economic climate, more revenue and sound business decisions are required for success.

**If you are looking for an awesome [virtual administrative assistant](#), I recommend contacting My Right Hand VA.** Stacey Taylor is a VA with a ton of experience, and she can handle a variety of administrative tasks. **Improve your business and make a strong decision by hiring a [great virtual assistant](#).**