

## Virtual Assistant

Virtual assistants are responsible for providing remote assistance to small businesses and self-employed professionals. They could be organising meetings, travel arrangements, dealing with customers on clients' behalf and carrying out clerical duties. As a virtual assistant you would decide what you would offer.

### The Work

You could be:

- organising your client's day-to-day schedule including meetings
- co-ordinating travel itineraries including booking flights and accommodation
- answering phone calls and emails, prioritising responses
- using software to prepare reports and presentations
- running personal errands depending on your client
- managing social media accounts
- updating website content and proofreading
- carrying out marketing activities
- managing finances and bookkeeping.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of company or organisation you work for
- the demand for the job.

Salaries for virtual assistant vary greatly and depends on what work you do for your clients, but you can generally charge £30 to £40 an hour.

### Conditions

- You would usually work for a small business or self-employed professional in any industry.
- You would normally be home based, but the benefit of this job is you can work from anywhere, as long as you have a good internet connection.
- Hours would usually be flexible. You can work the hours that suit you.

### Getting In

- You do not always need formal qualifications, but good IT skills and knowledge of computer software packages would be necessary.
- You could take a full time course at college in an administration, business or marketing subject. Relevant courses include an NC or NQ (SCQF Levels 4-6), HNC (SCQF Level 7) or HND (SCQF Level 8)
- There are often no formal entry requirements for an NQ or NC but some colleges may ask for 3-4 subjects

at National 4 or 5.

- Entry requirements for an HNC or HND are 1-2 Highers plus some subjects at National 4 or 5.
- You could enter through the Business Skills Foundation Apprenticeship (FA), which you can start in S5 and study at school and college. Entry requirements vary between colleges, but you usually need 3 subjects at National 5 including English and Maths.

## What Does It Take

You should have:

- excellent communication skills
- good knowledge of marketing and social media platforms
- knowledge of cloud-based platforms such as Google Docs
- a high-speed, reliable internet connection.

You should be:

- well organised and able to multi-task
- able to manage your time well
- proficient in Microsoft Office tools
- able to work under pressure
- willing to learn new skills.

## Training

- Experience in an admin or personal assistant role would help develop your skills before going out on your own as a virtual assistant.
- You could develop your technological skills which would attract more clients.
- Learning software such as Dubsado, Mailerlite and WordPress would allow you to offer more services to your clients.

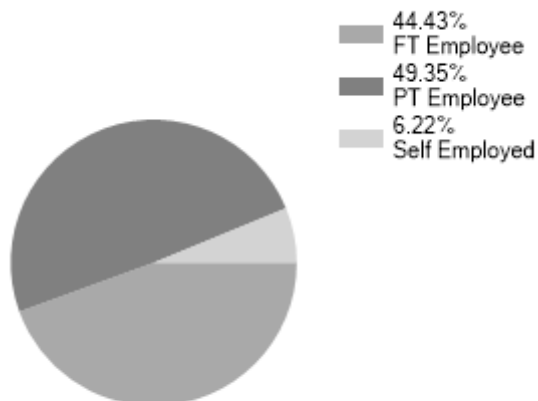
## Getting On

- You would keep up to date with new developments.
- You could learn new skills such as content management systems.
- You could do a course in project management.
- The Institute of Administrative Management (IAM) offers qualifications that could help improve your skills <https://instam.org/individual-membership>

## Contacts

## Statistics

Employment Status UK %

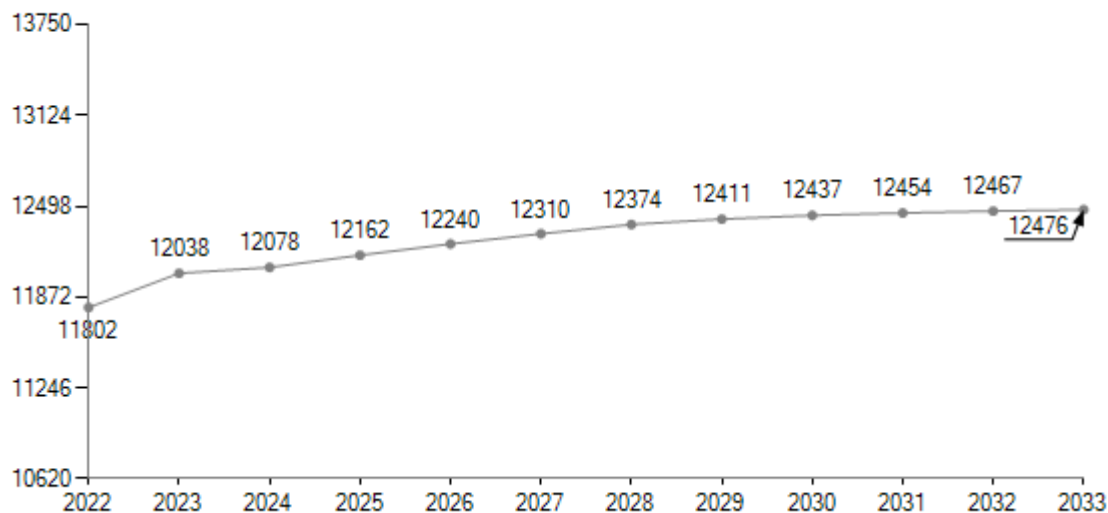


Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)