



HIRESMART
Virtual Employees

21 THINGS THAT A VIRTUAL EMPLOYEE CAN DO FOR COMMUNITY MANAGERS

Administrative Support

- Review and Respond to Email
- Respond to Voice Mail
- Prepare Work Orders
- Prepare Enforcement Letters
- Prepare Board Agenda and Materials
- Type Draft Minutes
- Maintain Member Lists
- Process Architectural Requests

Membership Support

- Manage Member Portal Inquiries
- Facilitate Resale Documentation Requests
- Member Payment Inquiries
- Manage Reservation Calendars
- Changes of Address
- Work Order Status
- Issue Parking or Pool Passes
- Clarify HOA or Owner Maintenance Responsibility

Vendor Support

- Invoice Submittal Procedures
- Respond to Payment Status Questions
- Prepare 1099s
- Monitor Certificates of Insurance Expirations

... And Any Support You Need!

**Book an Appointment: www.MeetWithAnne.com
Email: Anne@HireSmartVirtualEmployees.com**