

How may we help you today?



OUR VISION

MAKE YOU MORE EFFICIENT, FREE UP YOUR TIME AND SAVE YOU MONEY!

To say how pleased I am with my web page is just not sufficient. Global Office Assistant provided a pleasant and unique experience. They were professional, prompt and appeared clairvoyant in the manner in which they interpreted my ideas. Now I have a web site that matches my personality and my business. It presents to the public perfectly, what is needed to generate targeted interest.

My overall feeling about Global Office Assistant is that they are prompt, intuitive, talented and professional. When they came up with the colors and ideas for my web page, I was dumbfounded, because they captured the essence of me and what I wanted to portray... Rosemarie Stith, NJ

Global Office Assistant, LLC

Pone: 404-474-1090
E-mail: info@globalofficeassistant.com
Website: www.globalofficeassistant.com

How do we work

We do a one-on-one or over the phone free consultation with our clients to create and refine the job description to reflect their needs and their requirements.

Through this process we learn about your business, what you want, when you want it, what you can realistically achieve, and your current means of marketing your business or service.



Our working relationships are based on mutual trust between us. All of our projects are completed using a tight working relationship.

All assignments are delivered simply through high speed internet, emails, snail mail, postal service, faxing, telephone instant messaging and so forth.

Whether you require a one-time service or a weekly, monthly or yearly service, we can help.

Global Office Assistant, LLC

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Taking you into Tomorrow, Today!

Professional Web Development & Administrative Assistance



Tel: 404-474-1090

Global Office Assistant

Taking You Into Tomorrow Today!
NO Long Term Contracts ... Affordable Rates

ADMINISTRATIVE SERVICES

Does your business need administrative service, but can't afford a full time associate? At the fraction of the cost, we can be an invaluable resource to you.



Free up your time, to concentrate on new clients and expanding your business

Global Office Assistant is a Virtual Office Administrative Service (VA), where we can save you time and money by handling everyday task, no matter where you're located.

Simple email, fax or phone us your documents, spread sheets, and more, we can even answer your phones .

You'll be free to concentrate on new clients and expanding your business. We also offer Website Development, Web Advertisement and more.

Why Choose Us!

Our services are cost effective at a price that will allow you to concentrate on your business leaving more of your business earnings in your pocket.

We can tailor to your business needs whether you need a professional website or administrative services.



BENEFITS

There are many reasons why our clients choose to work with us. In fact, you can view some of our clients testimonials online. Here are some of the benefits we can offer you:

1. No need to share space in a home-office, or find additional office space for an employee
2. No employee expenses, interviewing, hiring or training.
3. No need to buy additional equipment no need to purchase additional furniture, or pay rental expenses
4. No need to deal with the managing of an employee.
5. No need to deal with the administration details associated with payroll.
6. No need to pay associated payroll taxes, insurance, and possibly benefits.
7. No need to pay someone else to administer all of the above, so that he/she isn't further bogged down.
8. Having a VA frees up your time to focus on more important matters, like growing your business, spending time with your family, enjoying recreational activities or traveling.

SOME OF OUR SERVICES

PROFESSIONAL WEB DEVELOPMENT

Your website represent your business, and should be designed to make a positive impression on possible customers or clients. We can build a website tailored to your needs, we offer:

Web Development, Maintenance, Hosting, Search Engine Optimization, Domain Name Registration and Updating.

DESKTOP PUBLISHING & DESIGN

Brochure, Business Cards, Letterhead, Catalogs, Flyers, Postcards, Invitations, Newsletter, Business Forms.

WORD PROCESSING

Data Entry, Letters, Reports, Typing, Forms, Business Correspondence, Memos Contracts.

OFFICE MANAGEMENT

Billing, Collection Letters, Email Management, Phone calling, Follow-ups.

AND MORE...

These are just samples of available services, all services are tailored to the client's needs. Need something not listed, just contact us.