

Employee VS. Contractors

What does it cost employers to have an in-house administrative assistant versus a virtual assistant? In the office setting, productive use of time can be lost by socializing, experiencing down-time, training, or being away from the office. Employers pay for overhead and all the downtime in the office. Using the services of a virtual assistant who works outside of the office would not add to those costs.

By using a virtual assistant, employers do not pay for unproductive time. Two hours a day are spent socializing or participating in any other non-productive time equals 10 hours a day which computes to 520 hours a year in wasted time being paid by a business using an in house administrative assistant. By using a virtual assistant, employers do not pay for this unproductive time because virtual assistants charge by the hour for time worked or by the job. The employer is not paying for chats or other downtime.

An expert can type and format a letter, workbook, or brochure, enter accounting data, prepare invoices, receive payments, and process payroll in much less time than an untrained employee. An in-house assistant may need training to work on advanced-expert levels without constant supervision. When this occurs, often times the training is provided by other in-office personnel, which means two people being non-productive.

Virtual Assistants, on the other hand, either already have or will provide their own technical training, on their own time, and at their own expense. Virtual assistants, as successful business owners, are trained and skilled in the services they offer and often have a variety of skills.

Virtual Assistants are partners, not employees. Companies do not pay them a weekly paycheck. There are no benefits, vacations, sick days, holidays, employee taxes, or overhead costs for the business to bear. Negotiated contracts outline what the work is to be and the fees for that work including the time-frame in which it is to be completed. Normally these contracts are long term and cover many responsibilities. If a client is not happy with a particular virtual assistant, the contract is terminated according to its terms.

Virtual assistants are professionals wanting to help their clients succeed by providing expertise. What better savings for a business than contracting the services of a dedicated expert? We are business owners and take pride in partnering with other business owners.

Fran McCully
Your Administrative Solutions

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