

WHY WORK WITH US?

We empower business professionals to operate in their unique genius and delegate everything else using a virtual team so that by focusing on what matters most they can grow their businesses and their lives exponentially faster.



→ Finding the best fit

We match you to a team member best for working with you. We access personality traits, work pace, skill sets needed, company goals, and culture to find the best fit.

→ Onboarding

Onboarding a virtual assistant is different than your onboarding process for typical employees. Through our proven step-by-step process, we set you up for a successful partnership from the start.

→ On-going support

Your virtual team member gets to be part of a culture and community of other virtual staff. This provides an important opportunity for them to feel part of a small group and not isolated, as well as a resource to connect for support, ideas, and expertise. We provide regular opportunities for personal and professional development as well as direct support in continuing to grow in their role and relationship with you. As the client, you also have continued support. We help you get the maximum results from your virtual staff

→ The details

We take care of all the logistics so you can focus on building your business. It's time to focus your attention on true growth and increasing revenue. Your Virtual Team Member is waiting to help you reach your goals. Let's get started!



Services WE OFFER



Executive Virtual Assistant

We have a virtual assistant that will help you with your everyday business tasks, from designing and scheduling travel to conducting online research and answering emails.

[Learn more](#)



Digital & Social Media Marketing

Add relevant, timely, and well-executed content to your social channels. This will help you engage a wider audience and reach potential customers interested in your products or service offerings.



Marketing Virtual Assistant

Our marketing virtual assistant is here to help you have more time to focus on growing your business. We'll create engaging content, drive traffic to your website, and set up the proper branding for your business.



Bookkeeping, CPAs

We offer time-saving bookkeeping services for small businesses that want to focus on what really counts. Our meticulous accounting will allow you to return to the business at hand.



Dedicated Ecommerce

Ecommerce is more than just selling on the internet, it's your way to reach millions of potential customers, increase revenue and grow your business. Grow your sales with our dedicated Ecommerce specialist.



Brand Development Packages

Make a lasting impression with your brand. Let us create fresh, clean, innovative designs that will establish you as a leader in your industry.



www.unique-genius.com



402-694-8904



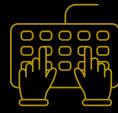
Services

WE OFFER



Content Writing

Let our content writer assist you in producing material that is search engine optimized. Coordinate with marketing and design teams to illustrate articles, and receive your completed work promptly.



Data Entry

Our company will help you with all of your information gathering and attention to detail data entry needs.



Customer Service Reps

Know your customers better and build a relationship with them that works for your business. Get help understanding customer support via phone, email, and video chat, as well as help desk and social media management for your business.



Website Design

We offer the best website design for your business that is inline with your brand and help you reach more leads.



CRM + Campaign Management

CRMs may collect crucial data from prospects and clients, enabling marketing teams to more effectively target their audience. This data can be used to build tailored messages for particular audience segments



Real Estate Virtual Assistant

Our experienced real estate virtual assistants can schedule appointments and assist brokers, property managers and investors.



Process Optimization Documentation

Streamline business operations, improve quality and consistency, increase productivity, reduce problems and mistakes. Align each operational process to business strategy and goals. Fully document each process for ease of use throughout the organization.



www.unique-genius.com



402-694-8904