

MOVE YOUR BUSINESS FORWARD

WITH HELP FROM A VIRTUAL ASSISTANT



MOD Assistants is a fractional assistant service to help busy entrepreneurs properly organize and delegate their daily business tasks. With a MOD virtual assistant, you can pass off the time consuming administrative tasks leaving you more time to concentrate on networking, bringing in listings, nurturing client relationships and growing your business.

Our virtual assistants are specifically trained to work with business brokers. We know the industry and what tasks consume your days. Our assistants are trained to help with:

COMMUNICATION

Managing buyer inquiries, initial outreach and follow up for all NDAs

Email management, initial cleanup of inbox to manage incoming emails and sending canned responses to contacts

Scheduling, management of a scheduling program and online calendars, and correspondence with contacts

ORGANIZATION

Data entry, inputting buyers and contacts into CRM or preferred system, creating & maintaining listing information, and managing related documents

General organization within your email, database(s) and/or digital filing systems

Research, to find local businesses to market services or listings; organization of lead lists

SALES & MARKETING

Creating pitch decks based on supplied listing and business information and other sources

Social media, including help with sourcing images and posts on channels such as Facebook, LinkedIn and Instagram

Mailers, design and execution of campaign including traditional mailers via USPS and virtual mailers via LinkedIn