

MOVE YOUR BUSINESS FORWARD WITH A MOD VIRTUAL ASSISTANT



MOD Assistants helps busy small business owners 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 experienced and knowledgeable in the business brokerage industry. 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

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

SALES & MARKETING

Business summaries, creation based on supplied listing information and online research

Social media, creating content, sourcing images and posting to outlets including Facebook, LinkedIn and Instagram

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

MOD
assistants

MOD Assistants
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