



WEBSITE MANAGEMENT PACKAGES

"Less Admin. More Creation."

Giving my clients the space to create & support others
without the pressure of dealing with back office and /or admin work.



Why would you need Virtual Admin Assistance?

There will be a point in your business when your workload will increase and many new leads/clients coming on board at a steady rate.

Which means you are getting busier and busier, which can result in your website not being as up to date as you would like it to be.

That in turn will add to your ever growing 'to do list' and stress levels, which is definitely now what you need.

I offer 2 website management packages targeted to suit your needs to provide some relief & bring back flow, energy & total excitement to your (working) day!

This job is something that, with a small handover, can be done by someone like myself.

What is my mission & Who am I?

My mission is to assist and support Coaches on their journey to empowering others & take over certain admin work to ensure a smooth daily running of their business.

I'm Birgit, the creator and main business support chick alas virtual background singer when it comes to 'back office' work and business support.

So far, I have tasted the life of working in three countries and three different cultures (Switzerland, England & Australia), which shaped me into a flexible, reliable and 'I give everything a go' person.

I love working with people like yourself and help them reach their goals by being their business (admin) support.



Website Management – Simple Package

Your website is your gateway to the world. The place where your followers, leads and clients come to and get the information they want and need. So, your 'gateway' has to be as current as possible.

This package is ideal for those that need their website updated approximately 1-2 per week.

What's included:

- Adding of photos/videos if/when needed
- Update blog posts or your vlog
- Assisting with changing banners/headers for special promotions etc.
- 30 minutes monthly catch up call via Skype or Zoom (if required)

Please Note:

- Wordpress websites only at this stage
- Does not include technical support as this is part of website maintenance. If this is what you need, please arrange a time to have a chat to see if this is something I can support you with.
- If you use a different platform, again, let's lock in a day & time to have a chat

Pricing:

\$330 (no GST charged) – Monthly Package

Website Management – Advanced Package

It includes all the benefits of the 'Simple Package' and the option of assisting with Ecommerce parts of your website.

This package is ideal for those that update their website content on a daily basis or at least every couple of days.

What's included:

- Adding of photos/videos if/when needed
- Update blog posts or your vlog
- Assisting with changing banners/headers for special promotions etc.
- Assisting with basic ECommerce order processing/product updates
- 30 minutes monthly catch up call via Skype or Zoom (if required)

Please Note:

- Wordpress websites only at this stage
- Does not include technical support as this is part of website maintenance. If this is what you need, please arrange a time to have a chat to see if this is something I can support you with.
- If you use a different platform, again, let's lock in a day & time to have a chat

Pricing:

\$490 (no GST charged) – Monthly Package



Business Support for Coaches & Solopreneurs

Haven't found the website management support you need?

Please get in touch with me by email or via the 'Contact Me' form on my website and we will organise a day and time to have a chat and figure out your exact needs.

Have other questions not website management related?

No problem. I am happy to answer any questions you might have, so please get in touch with me and I will get back to you usually with 24 hours, if not earlier.