

Virtual Assistance Services by Prime ICT

Focus On Growth. We'll Handle The Rest.

At Prime ICT, we offer expert Virtual Assistant (VA) services designed to free up your time, reduce operational costs, and keep your business running smoothly. Whether you're a startup founder, a growing business, or a corporate team—our trained virtual professionals are here to support you, remotely and efficiently.

Why Choose Prime ICT Virtual Assistants?

- ⦿ Experienced & Trained Professionals
- ⦿ Cost-Effective Staffing
- ⦿ Flexible Hours (Full-Time, Part-Time, On-Demand)
- ⦿ Australian-Based Account Management
- ⦿ Secure & Confidential Operations
- ⦿ Quick Onboarding Process

What Our Virtual Assistants Can Do for You

Our VAs Are Highly Skilled, Reliable, And Available When You Need Them. Services Include:

Administrative Support

- ⦿ Calendar & email management
- ⦿ Data entry & database management
- ⦿ Document preparation
- ⦿ Travel planning & expense tracking

Customer Service

- ⦿ Email & live chat support
- ⦿ Inbound/outbound call handling
- ⦿ CRM updates
- ⦿ Helpdesk ticketing

Social Media Assistance

- ⦿ Content scheduling
- ⦿ Engagement & community management
- ⦿ Reporting & analytics



E-Commerce Support

- ⦿ Product listing updates
- ⦿ Order processing & tracking
- ⦿ Inventory coordination
- ⦿ Customer inquiries

Personal Assistant Tasks

- ⦿ Appointment scheduling
- ⦿ Event coordination
- ⦿ Research & report compilation
- ⦿ Personal errands (virtual)

