

CUSTOMER SERVICE & ADMINISTRATIVE SOLUTIONS

We partner with executives and operational leaders to streamline daily workflows and elevate the client experience. Our dedicated, highly trained Virtual Assistants handle the critical administrative mechanics—from complex calendar management and inbox triage to front-line customer support and project coordination. We clear the operational bottlenecks, ensuring your business runs efficiently while you focus on leadership and high-impact strategy.

**SMART,
SCALABLE VIRTUAL
STAFFING**

WHY STAFFOLIO?

We provide high-caliber virtual staffing solutions designed to streamline your operations and reduce overhead. We offer total transparency—no hidden fees, no startup costs, and no long-term contracts. Our rigorously vetted professionals integrate seamlessly into your team, delivering the reliability and efficiency you need to scale your business with confidence.

SKILLSETS & PRACTICE AREAS



Customer Service

- Help Desk Support
- Live Chat & Phone
- Client Onboarding
- Order Management



General Admin & Operations

- Data Entry & Maintenance
- Document Preparation
- Research & Reporting
- Project Coordination



Executive Assistance

- Calendar Management
- Inbox Management
- Travel & Logistics
- Meeting Support

SOFTWARE & SYSTEMS EXPERTISE



CLIENT SPOTLIGHT & TESTIMONIALS



Hiring virtual assistants through Staffolio has transformed our operations. Not only have we been able to significantly reduce our bottom line, but the VA's expertise and attention to detail allow our in-house team to focus on strategic growth. The offshore team's consistent, high-quality work has exceeded our expectations and given us a distinct advantage.

- **Tyson Shultz**, President and Managing Broker at The Apartment Source

Book a Strategy Call at www.staffolio.com

LET'S GROW TOGETHER

How We Operate as a Business Partner

Staffolio places skilled VAs directly into key roles within your existing team, providing ongoing support and dedicated talent to help your business operate efficiently and scale successfully.

Business Operations & Functions



Marketing



Administrative



Finance



Accounting



Customer Service



Sales



Real Estate



And more

Source Talent



Source skilled VAs for core business functions

Embed Talent



Place VAs in key business roles directly into your existing teams

Manage Talent



Oversee VAs and ensure consistency across teams

Continued Engagement and Support

Staffolio provides ongoing support and development through quality assurance, continuous training, performance reviews, and recognition to ensure every VA continues to grow and deliver long-term value.

Quality Assurance

- Dedicated Client Success Partner
- QC calls with VAs
- QC calls with Client

Ongoing Development

- Feedback
- Coaching
- Training Courses & Sessions

Rewards & Recognition

- Promotions
- Salary Increases & Bonuses
- Awards & Incentives

Performance Reviews

- Formal Evaluations every 6 months
- Client and Staffolio collaboration
- Clear expectations

