



About us!

Welcome to Virtual Wizards! We are a hiring agency focused on connecting founders with the world's top talent in the field of virtual assistance. Our team is dedicated to finding the best virtual assistants from Latin America to help businesses streamline their processes, increase productivity, and achieve their goals.

At Virtual Wizards, we believe that the right virtual assistant can make all the difference in the success of a business. That's why we take the time to carefully match each of our clients with the perfect virtual assistant for their needs. Our rigorous selection process ensures that we only work with the most qualified and skilled professionals in the industry.

But we don't just stop at the hiring process. We are committed to providing ongoing support and development for our virtual assistants, ensuring that they have the tools and resources they need to succeed. We also offer a range of services to help businesses get the most out of their virtual assistant, including training and onboarding support.

Thank you for considering Virtual Wizards for your virtual assistance needs. We look forward to working with you!



Company Vision And Mission

Vision

Our vision is to become the go-to resource for founders looking to hire top virtual assistants from Latin America. We are passionate about helping businesses succeed and we are dedicated to providing exceptional service to our clients.

Mission

Connect businesses with top talent in the industry. The right virtual assistant can make all the difference in the success of a business, and we are dedicated to finding the perfect match for each of our clients.



Our Values

01

Excellence

We strive for excellence in everything we do, from finding the best virtual assistants to providing top-notch customer service.

02

Efficiency

We understand that time is a valuable resource for businesses, and we work to make the hiring process as efficient as possible.

03

Professionalism

We value professionalism and expect the same from our virtual assistants and clients

04

Innovation

We are always looking for ways to improve and innovate, whether it's through the use of new technology or by finding new ways to connect businesses with top talent.

05

Collaboration

We believe that collaboration is key to success, and we encourage open communication and teamwork among our clients and virtual assistants.

06

Dedication

We believe that giving our best effort and attention to each and every client is the key to building long-term, successful relationships.

07

Data Driven

We are committed to collecting and analyzing data in order to better understand the needs and preferences of our clients and virtual assistants.



Get Started!

***Our assistants will help you
focus on what really matters:
GROWING YOUR BUSINESS***

Virtual Wizards is a recruiting agency
that helps US businesses connect with LATAM Top Talent professionals.



What can our assistants do for you?

- Administrative & Data Entry Tasks
- Financial Management & Bookkeeping
- Project & Operations Management
- General Marketing Tasks & Research
- Content Development & SEO Management
- Social Media & Community Management
- Email Campaigns & Automation Tasks
- Digital Advertising (Google Ads, Facebook Ads, and more)
- Customer Service Support
- Sales Representative Tasks
- Lead Generation
- Property Management
- Interpreting & Translation Tasks
- Branding & Graphic Design
- Web Design



Industries we serve



Property Management

Manage contractors, vendors,
schedule appointments,
sale calls & more



SaaS

Project Coordinators,
copywriters, SEO Specialist
and more



Retail

Customer support agents,
marketing specialist and
project managers



Non - Profits

VAs outreach to donors,
manage fundraisers, create
marketing collateral, etc.



Marketing Agencies

VAs who create content,
emails, AD campaigns,
branding, websites, etc.

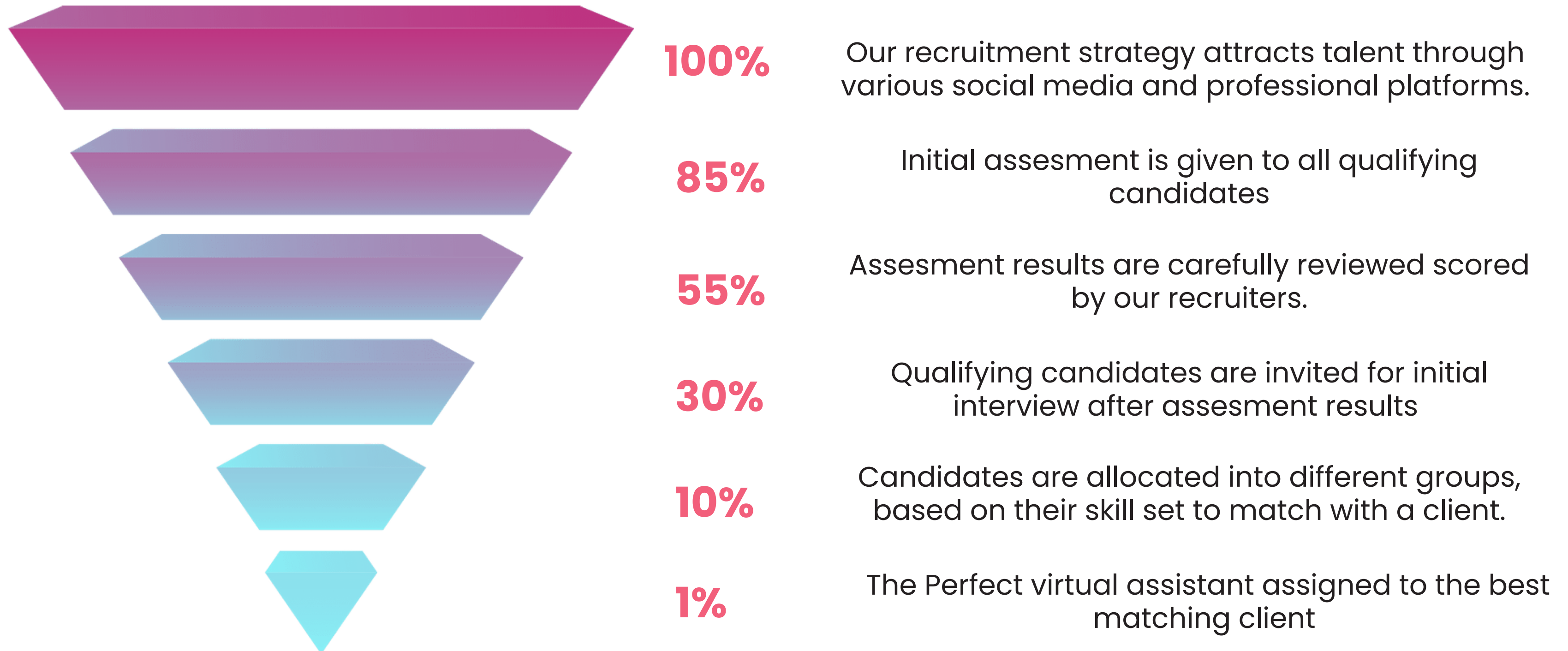


Entrepreneurs

VAs work as your executive
assistant, project manager,
and head recruiter




Our Process







7 reasons to hire a virtual assistant





 **Expertise:** Our team is dedicated to finding the best virtual assistants from Latin America, and we have a rigorous selection process to ensure that we only work with the most qualified and skilled professionals in the industry.

 **Customized matching:** We take the time to carefully match each of our clients with the perfect virtual assistant for their needs, ensuring that they have the right skills and expertise for the job.

 **Cost-effective:** Hiring a virtual assistant can be more cost-effective than hiring a full-time employee, as it allows businesses to pay only for the hours worked.

 **Increased productivity:** By streamlining processes and handling routine tasks, a virtual assistant can help businesses increase their productivity and focus on their core competencies.

 **Easy payments:** With Virtual Wizards, you can easily pay for our services using a debit card, credit card, or bank account. We handle the payment process for you, taking the burden off your shoulders.

 **Training and support:** We provide training and onboarding support to help businesses get the most out of their virtual assistant. We offer ongoing support and development for our virtual assistants, ensuring that they have the tools and resources they need to succeed.

 **Flexibility:** Our virtual assistants are available to work with businesses on a part-time or full-time basis, depending on their needs.



Pricing



Placement Fee

\$2495 / one-time payment

Placement services offered by Virtual Wizards involve finding top talent for our clients' businesses. Once a suitable candidate is identified, we charge a one-time placement fee and endorse the employee to the customer company. The customer company is then responsible for paying the employee and providing support for their growth.



Workforce Management



Entry Level

\$1,900 / Per Month

Receptionists, intake coordinators, Project coordinators, Tenant Managers executive/personal assistants, and legal secretaries are just some of the roles that our Administrative Virtual Assistants may fill.



Intermeditate Level

\$2100 / Per Month

We recruit the most skilled Digital Marketing virtual assistants in Latin America to join our team and assist you in attracting more customers to your business.



Senior Level

\$2500

We are dedicated to finding the best web developers to join your team. Our team of top-notch developers will consistently add value to your business and create stunning new websites and apps that will not only satisfy, but delight your customers. Partner with us to bring on board the best talent.

How does it work?

01



Let's talk about your needs and how can a VA make your life easier

Based on initial conversation, we will provide you with 2-4 candidates that match your requirements

03



Virtual Wizards takes care of the rest: contracts, payment methods, benefits, etc

02



You will Interview the candidates that you are most confident will add value to your business.

04





Sick of the never-ending search
for the perfect candidate?

**Virtual Wizards will do it for you!
We'll find the right assistant to
help you focus on scaling your
business.**

Highly responsible and well trained
professionals with a great variety of
skills.





We make money, you make money with us!

Get \$350 for every referral that you make after they hire their Virtual Assistant. **NO LIMITS!**

[REFER NOW](#)





Contact Us



(689) 300-4273



hey@virtualwizards.com



<https://virtualwizards.io>

