



Engagement Snapshot

- Creating “built-for-you” blogs, web hosting, domain name registration, auto responder set-up, media upload and all website content management.
- Supply chain management that includes sourcing suppliers, preparing quotations, purchase orders, bank transfer orders and invoices, managing clients. Schedule and coordinate logistics.
- Managing social networking and advertising networks and moderating chat rooms. Backend administration of website, including proofreading of contents, customer support via email.
- Uploading product information on B2B portals like eBay and Yahoo stores.
- Annual sales analysis report, updating sales report, generated graph and chart on sales performance. Formatting the documents and processing data in Excel sheets.
- Online marketing by creating and sending newsletters and flyers, collecting the newsletter statistics and web analytics report. updating crawlers, tweeting articles and linking articles. Generating page view reports using Google Analytics.

Client Testimonials

Having worked a small business for 14 years I was tired of dealing with staff issues (it seemed like I was running an "adult childcare centre" and not a business). However by outsourcing our website content and blog management to the conscientious people at Brickworks my wife and I now enjoy a newfound sense of freedom. We remain very impressed by their professionalism, politeness and work ethic, a combination which is hard to find.

- Cameron Outridge, Owner, Salespipelinepros.com

Working with Brickworks Team has been both professionally and personally rewarding. My VA is efficient, learns quickly and asks intelligent and appropriate questions to help her execute her work more effectively. I can recommend Brickworks to anyone looking for a Virtual Assistant.

- Suzanne Cole, Director of Strategic Partnerships
Ebooks Corporation

In this business, there is no shortage of companies trumpeting their expertise and promising that their services are capable of maximizing efficiency. But in practice, few are able to deliver on these promises. From the moment we began working with Brickwork, it became clear that we were working with seasoned pros.

- Michael Held, Owner, Flex Marketing

Brickwork India
The World's Virtual Office!

Virtual Executive Assistance



Do you want around the clock
Administrative Support?

Need more time to focus on building your
Business?

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About **Brickwork India**

Brickwork offers integrated services – virtual assistance, research assistance and IT services – all under one roof. Brickwork India's clientele is across industries world over including large corporations, Fortune 500 companies, SMEs, individual professionals, and entrepreneurs. Brickwork India was founded in 2004 by Vivek Kulkarni a Wharton MBA graduate, with 30 years of experience in managing different verticals of business and government departments. Vivek pioneered the concept of Remote Executive Assistant (REA) in early 2004, to provide business assistance at an affordable price to SMEs and professionals. This concept found instant worldwide recognition including the New York Times best seller 'The World is Flat' by Thomas Friedman, 'The 4 Hour Workweek' by Tim Ferris, and recently in Knowledge@Wharton, as well as in several international magazines and TV shows.

About Virtual Executive Assistance

The Brickwork India Virtual Executive Assistance team specializes in providing customized and personalized business and administrative support. The team can take care of your routine business tasks so you can focus your energies on operating your business. You get all the advantages of having your own executive assistant 24 X 5 without having to worry about employee salary, vacations, insurance, additional office space and other overheads.

Customized **Business Administrative Support**

Sales and Marketing Support

- Online Marketing Support
- Manage Client / Prospect Data
- Create Flyers, Newsletters and Presentations
- Email and Ticket Based Customer Support

Admin Support

- Mail Management
- Calendar Management
- Contact Management
- Data Entry Services

HR Support

- Researching / Short Listing Resumes
- Preparing Job Descriptions
- Job Search Support

Web Based Support

- Social Networking Assistance
- Managing Blogs
- Managing Website Content
- CRM Support and other Customized Database Support

Office Management Support

- PowerPoint Presentations
- MS Excel Management
- Document Formatting
- Internet Search Support

Book-keeping and Accounting

- Accounts Payable and Receivables
- General Ledger Review
- Bank Reconciliation
- Balance Sheet Preparation

Brickwork **Virtual Admin Center**

- Virtual Executive Assistants trained as per your requirement
- Single point of contact
- Access to multi-skilled team of Virtual Executive Assistants
- Enables business continuity and hedge risks in a volatile business environment

Brickwork **Edge**

- Real time & offline assistance 24/5 support
- Established delivery systems and procedures for work flow continuity
- Quality and client feedback process
- Automated tracking and control systems
- Flexibility to customize as per client standards and procedures