



SERVICES GUIDE

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ABOUT BROOKE

I have been helping businesses succeed since 2006!



With 15+ years of experience in administration, operations, IT project management, process improvement, automation, delivery, and data analysis, I am your girl to get the job done.

I started Brooke Janet with a passion for helping and supporting busy business owners in building and growing their businesses, setting them up for success as quickly as possible so they can focus on what is most important to them. Because, let's face it, we don't have time to waste.

The following pages outline our services, highlighting how we can be a valuable part of your team, by having highly skilled and trusted resources to free up crucial time for you to focus more on your strategic goals and the things in life that really matter to you.

To learn more about Brooke [click here](#).

A close-up photograph of ocean waves crashing onto a sandy beach. The white foam of the waves is in the foreground, meeting the golden sand. The background shows the ocean stretching to the horizon under a clear sky.

Thank you

We want to give a big thank you for reaching out and showing interest in our services.

Our mission is to provide the best client service, exceed expectations, and support your business growth and success.

Book a discovery call

Book Now

WHAT IS A VIRTUAL ASSISTANT (VA)

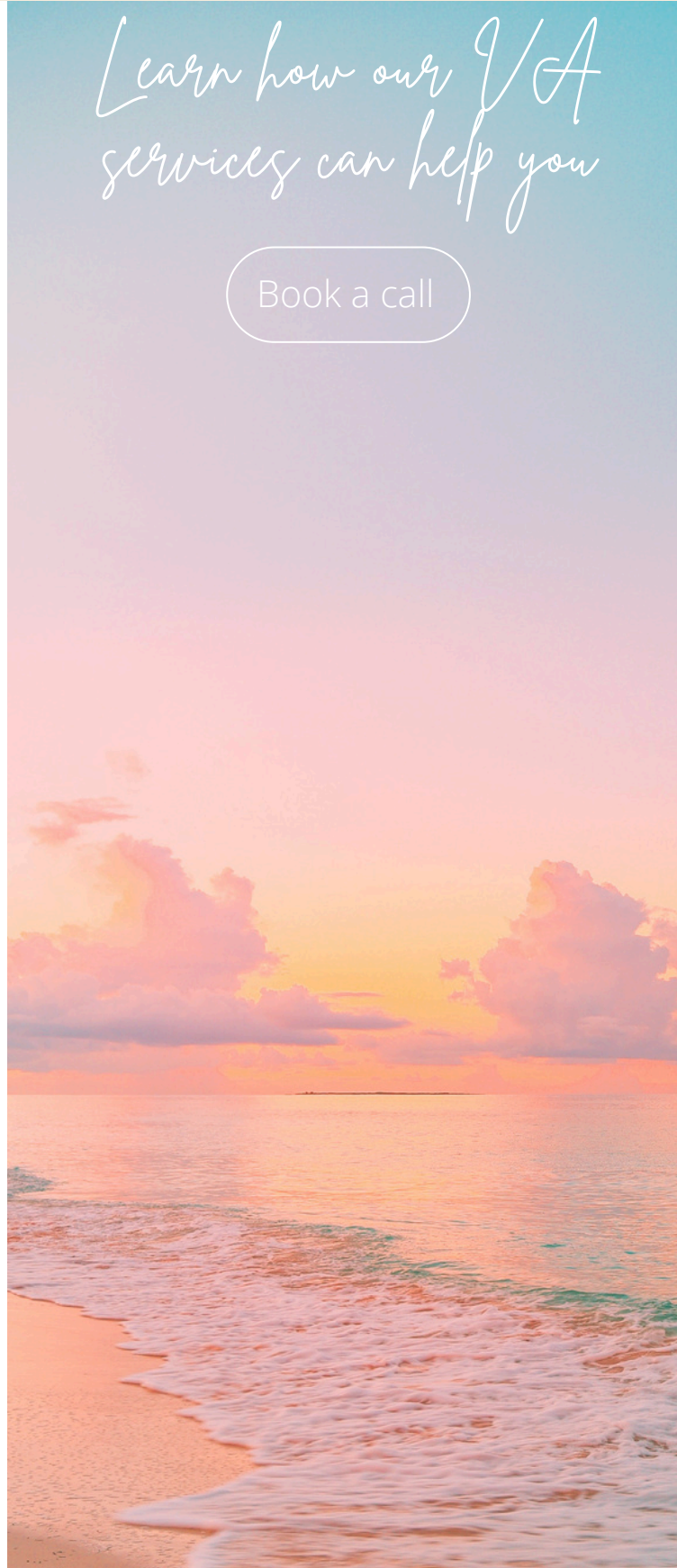
A virtual assistant is a multi skilled professional who provides administrative, technical, and/or creative support remotely.

BENEFITS OF A VIRTUAL ASSISTANT

- **Cost-effective:** access expert skills and experience without the expense of full-time salaries, benefits, or office space. You also have the flexibility to pay for the required hours or tasks.
- **Flexible:** we can quickly adapt to your changing needs, allowing you to scale your services up or down as needed without the commitment of hiring additional staff.
- **Time-saving:** delegating tasks to us frees up your time to focus on your business strategy, vision, and growth and make time for the things that truly matter to you.
- **Improved productivity:** by handling routine tasks and administrative duties, we can streamline your workflow and boost overall productivity.
- **Adaptable:** think of us as unicorns. We bring a diverse skill set to your team and can adapt to new roles and responsibilities, providing continuous support.
- **Systems:** we are up to date with the latest systems, such as communication tools and project management platforms, ensuring our collaboration is seamless. We can recommend or assist with systems for your business.

Learn how our VA services can help you

Book a call



WHAT IS AN ONLINE BUSINESS MANAGER (OBM)

An online business manager is a highly skilled professional who manages your day-to-day operations, projects and the team coordination of your business.

Learn how our OBM services can help you

Book a call

BENEFITS OF AN ONLINE BUSINESS MANAGER

- **Holistic management:** we take a more strategic approach to managing your business operations, overseeing multiple aspects such as team coordination, project management, and process optimisation.
- **Business growth:** we can help identify opportunities for growth, streamline processes, and implement systems to support scalability.
- **Project management:** we excel at coordinating complex projects, ensuring tasks are completed on time and within budget while maintaining quality standards.
- **Team coordination:** we can manage remote teams effectively, fostering collaboration and ensuring everyone is aligned with the business objectives.
- **Problem-solving:** we are adept at troubleshooting issues and finding solutions to challenges that arise within the business.
- **Accountability:** we hold ourselves and the team accountable for meeting deadlines and achieving goals, helping to maintain focus and drive results.
- **Data-driven:** we provide insights based on data, helping you to make informed business decisions.

SERVICES

Virtual Assistance:

- Inbox and calendar management
- Data entry and spreadsheets
- Travel management
- CRM/Database management
- General research
- Marketing and social media support
- Basic video and photo editing
- Canva graphics and presentations
- General administration

Online Business Management:

- Process improvement and automation
- Project management
- Training and development
- Standard operating procedures
- Customer support
- Recruitment and onboarding
- Tech management and system setup
- Basic web design and management
- Online course setup and management
- Operations



WHAT SUPPORT DO I NEED?

You need a *Virtual Assistant* if:

- You are drowning in administrative tasks and need scheduling, emails and customer service support.
- You require help with general administration, such as data entry, database management and presentations.
- You need someone to handle the day-to-day tasks so that you can focus on your business operations.

You need an *Online Business Manager* if:

- You are looking for strategic support to streamline operations and improve business processes.
- You need help managing projects, overseeing a team, and ensuring deadlines are met.
- You are ready to scale and need someone in your corner to help plan and execute growth strategies.

Do you need a bit of both? We've got your back!

We understand that every business is unique, and so are its needs. That's why we offer a personalised approach. Book a discovery call, and we can discuss your specific requirements and tailor our services to meet your unique needs, ensuring you get the support you need when you need it.

Want to work with us

Book a call

PRICING

We offer hourly rates for ad hoc support or monthly package options at a reduced price if you prefer to lock in a certain number of hours per month.

We value and reward loyalty and building long-lasting business relationships. Therefore, the more time you commit to per month, the cheaper your hourly rate.

We want to ensure you get the best value, so we can alter our packages to suit your requirements. After the discovery call, we will send you a proposal with the final pricing structure.

To view our prices, [click here](#).



THE POWER OF A HYBRID RESOURCE

At Brooke Janet, we offer VA/OBM hybrid resources. We are highly skilled and have 15+ years experience in global corporations, in both administrative and leadership positions. This means we are not just a virtual assistant but a partner who can enhance your efficiency, productivity, and growth.

We not only manage your daily operations but provide administrative, technical and creative support, to drive your business towards your strategic goals.

We are adaptable, versatile and ready to dive into any task required to take your business to the next level.

WHY CHOOSE BROOKE JANET

Imagine having a dedicated expert who not only manages your daily operations but also drives your business towards pivotal growth.

We are your operational powerhouse, who you can trust to ensure your business runs smoothly while you concentrate on innovation and strategic goals.

We can handle all your administrative tasks, manage your schedule and support your projects while you focus on the business plan and vision.

We are your secret weapon to enhance your efficiency and productivity.



Want to work with us

Book a call



NEXT STEP

Book a discovery call

If you are ready to take your business to the next level, please book in a discovery call. This is a free, 15 minute call, to meet and greet to ensure we are a good fit. It will also allow us to learn more about you and your business, and how we can best support you. This will also be an excellent opportunity for you to ask any questions you might have for us.

Book Now

How to get in touch



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